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FINANCIAL REGULATIONS AND INSTRUCTIONS

for the

CANADIAN ACTIVE SERVICE FORCE

(CANADA)

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PART I

(Articles 1-3)

1. Definition of terms used:—

(*a*) Force.
(*b*) Minister.
(*c*) Headquarters.
(*d*) District Paymaster.
(*e*) Paymaster.
(*f*) Accountant Officers.
(*g*) Soldier.
(*h*) Men.
(*i*) Unit.
(*j*) Company, etc.
(*k*) Suspension from duty.

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PART I

1. Definitions of terms used in these regulations:—

(*a*) *"Force"* means the Canadian Active Service Force, or any portion thereof, and includes all Units and personnel of the Active Militia placed on active service under Section 64 of the Militia Act, and all parts of the Militia, and officers and men thereof, called out by the Minister of National Defence for any purpose coming within the provisions of Section 63 of the Militia Act in pursuance of a regulation in that behalf made by the Governor in Council by P.C. 2396 of August 26th, 1939.

(*b*) *"Minister"* means the Honourable the Minister of National Defence.

(*c*) *"Headquarters"* means National Defence Headquarters, Ottawa.

(*d*) *"District Paymaster"* means the Paymaster of a Military District.

(*e*) *"Paymaster"* means an officer appointed to any unit or units of the Force for the purpose of paying the personnel of the unit or units to which he has been detailed.

(*f*) *"Accountant Officers"* include District Paymasters, Paymasters, and other officers responsible for disbursement of public funds.

(*g*) *"Soldier"* includes warrant officer and non-commissioned officer, as well as private soldier, *vide* Army Act, section 190, subsection 6.

(*h*) *"Men"* includes all ranks except officers, unless the context clearly shows that warrant and non-commissioned officers are excluded.

(*i*) *"Unit"* includes headquarters of formations, regiments, battalions, hospitals, etc., but does not usually refer to a squadron, battery, company or detachment which forms part of a larger formation of the same nature.

(*j*) *"Company, etc."* means squadron, battery, troop or company.

(*k*) *"Suspension from duty"* includes both open and close arrest.

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PART II

PAY SERVICES

General Organization

(Articles 4-9)

4. Administration.
5. Duties—District Paymasters.
6. Muster Parades.
7.
8.
9.

PART II

PAY SERVICES—GENERAL ORGANIZATION

Administration

4. (1) The chief paymaster is responsible for the administration of the pay services of the Canadian Active Service Force and the distribution of personnel required therefor.

(2) He is charged also (subject to any variations or alterations that may be made from time to time) with the following duties and such other additional duties as may be assigned to him by the adjutant-general:

(*a*) Financial consideration of proposals affecting personnel of the Canadian Active Service Force.
(*b*) Advice to other branches of the department on matters affecting pay and allowances.
(*c*) Questions regarding pay and money allowances of the Canadian Active Service Force, and decisions as to the proper rates under the regulations.
(*d*) Any proposals for amendments to pay and allowances.
(*e*) Compilation of financial regulations and amendments thereto.

Duties—District Paymasters

5. (1) A district paymaster will be responsible, through the district officer commanding, to the chief paymaster, for the proper performance of the duties with which he is charged under these instructions or under existing regulations or other instructions as may be promulgated hereafter. He will arrange for the accounts of paymasters of units in his district to be inspected periodically, either by himself or by a competent representative from his office, and after the close of each month a report as to the result of such inspection will be forwarded to the chief paymaster.

(2) In carrying out the inspections referred to above, steps will invariably be taken to verify the "Cash on Hand" or "Balance in Bank," as the case may be.

Muster Parades

6. (1) A parade for the purpose of mustering all ranks in a unit is to be held once a month at such time as may be arranged with the officer commanding or with the officer commanding troops.

(2) At this muster the paymaster, or other officer detailed for the purpose, is to call over carefully the nominal roll of the unit, check those present, and ensure that any not present are properly accounted for, noting against each absentee the cause of absence or any other particulars.

(3) Before the muster, the paymaster will obtain from the orderly room a list of men absent with or without leave, in hospital, or on detached duty, and, from the medical officer, a list of men excused from parade on account of sickness. In the case of any men not being properly accounted for, they will be noted as absent without leave and the usual action taken, through orders, to ensure that no further pay is issued until they have been properly dealt with. These musters can, if necessary, be held by the paymaster, but it is intended that they should be held by an officer not connected with the unit, detailed by district headquarters for the purpose. In addition to the action to be taken by the paymaster at such musters, he will take similar action on pay days, if any men are not properly accounted for when pay is issued.

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PART III

GENERAL INSTRUCTIONS GOVERNING ACCOUNTANT OFFICERS

(Articles 10-20)

10. Duties generally.
11. Issue of Pay.
12. Claims for Services.
13. Emoluments—Overpayment of.
14. Liability for Improper Payments.
15. Losses of Public Money.
16. Interpretation regarding Pay and Allowances.
17. Responsibility for duties.
18.
19.
20.

PART III

GENERAL INSTRUCTIONS GOVERNING ACCOUNTANT OFFICERS

Duties Generally

10. Accountant officers will be required to receive, disburse and account for public funds entrusted to their charge.

Issue of Pay

11. All payments to officers and men must be accounted for on paylists or acquittance rolls and must not be in excess of the amount due to date of issue.

Claims for Services

12. Claims for supplies and services will be dealt with in accordance with the procedure followed in peace time, or as may be otherwise directed in separate instructions.

Emoluments—Overpayment of

13. (1) It is the duty of officers and men to make themselves thoroughly acquainted with the rates and conditions of all their emoluments, and, if they accept payment in excess of those due to them, it is their duty to draw attention to the overpayment. They must clearly understand that, if such excess payments are retained, they are liable to be refunded, whether the mistake is due to a paymaster or to the action of the officer or soldier.

(2) Applications from and on behalf of officers and soldiers to whom emoluments have been issued in excess of those properly due to them, to be allowed to retain the excess by reason of the hardship which would result from having to refund the amount, will not be entertained.

Liability for Improper Payments

14. Accountant officers will be personally liable for any payment made contrary to regulations or authority, or through errors by themselves or their subordinates, and they will be required to seek recovery of the amount of such overpayments from the payee.

Losses of Public Money

15. (1) Whenever practicable, a court of inquiry will be assembled in every case of loss of public funds. Failing this, the officer commanding the unit concerned, or senior officer present, will, as soon as circumstances permit, furnish a report of the loss, which, in the case of an officer who is reported killed or missing, should include all available evidence as to his having the cash on his person at the time of the casualty, together with an explanation as to the reason why this was necessary.

(2) The officer discovering such loss is to immediately report the case to the commanding officer of the unit concerned, and to the district

paymaster. The latter will at once make a report to the district officer commanding, who will convene a court of inquiry without delay, and the proceedings of such court will be forwarded to headquarters.

(3) Pending decision on the court of inquiry, the district officer commanding is responsible for taking such action as may be necessary to safeguard the public interest.

Interpretation regarding Pay and Allowances

16. Any questions concerning the interpretation of regulations or rates of pay and allowances of officers and men, which cannot satisfactorily be disposed of by district paymasters, will be referred to the chief paymaster for decision. If necessary, the matter will be referred to higher authority for direction.

Responsibility for Duties

17. Accountant officers will be held responsible that all work is kept strictly up to date and that all accounts are properly checked and payments made, and all necesasry returns submitted regularly. They will have their books and records ready at all times for inspection.

18.

19.

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PART IV

INSTRUCTIONS REGARDING PAYMASTERS

(Articles 21-32)

21. Appointments.
22. Restriction as to the use of Public Money.
23. Disqualification owing to pecuniary difficulties.
24. Unfitness for Duty.
25. Transfer of Duties.
26. Knowledge of Regulations.
27. Cash Book and Accounts.
28. Cash Book to be Balanced Monthly.
29. Correspondence.
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PART IV

INSTRUCTIONS REGARDING PAYMASTERS

Appointments

21. Officers appointed as paymasters will be under the general control and direction of the chief paymaster, as regards their departmental duties, but this does not relieve the commanding officer of his responsibility that the paymaster performs his duties in a proper manner. Paymasters are not to be detailed for other duties or removed from their appointments without the sanction of the district officer commanding or senior officer of troops having first been obtained, under the provisions of Articles 15 and 24.

Restriction as to the use of Public Money

22. Paymasters shall not directly or indirectly derive any pecuniary advantage from their position beyond the authorized pay and allowances of their rank or appointment They are not to apply public money to any service not authorized by the regulations, or other recognized authority, and they are not to lend or exchange any sum for which they are accountable.

Disqualification owing to pecuniary difficulties

23. Should a paymaster at any time be involved in pecuniary difficulties, he may be suspended from duty, either by his commanding officer or on representations to headquarters through the chief paymaster.

Unfitness for Duty

24. Should any other circumstances affecting the probity or fitness of a paymaster, or other officer in charge of public funds, come to the notice of a district paymaster, it will be the duty of the latter to make inquiries and, if necessary, to report particulars of the case to the district officer commanding or senior officer of troops, who will take such action as he considers desirable, suspending the officer from duty, if necessary, and informing the chief paymaster.

Transfer of Duties

25. If a paymaster dies, becomes incapacitated, or is relieved from his appointment for any cause whatever, the district paymaster will attend to witness the transfer of the paymaster's accounts and cash to the officer taking over the duties of paymaster, and these officers will sign a certificate stating what accounts have been transferred to the incoming paymaster, whether they are in a satisfactory condition, and also as to the amount of cash transferred and whether the same agrees with the balance in the cash book. If possible, this certificate is also to be signed by the outgoing paymaster. When the certificate is complete, it is to be forwarded by the district paymaster, together with copy of cash account up to date of transfer, to the district treasury officer concerned.

Knowledge of Regulations

26. (1) Paymasters and other officers entrusted with public funds must make themselves thoroughly acquainted with these regulations and instructions and with any other instructions which may be issued from time to time in regard to their duties.

(2) Advice or assistance in regard to pay and allowances can be obtained at all times from the chief paymaster or his representatives serving with different formations; consequently ignorance of regulations will not be accepted in any case as an excuse.

Cash Book and Accounts

27. (1) A paymaster is to keep in his cash book, Militia Book No. 4, a daily record of his cash receipts and payments. All public funds received by him are to be duly accounted for therein, and each receipt or payment must be entered at the time it occurs. As regards advances of pay made on acquittance rolls, it will be sufficient to enter in the cash book the total amount of the acquittance rolls paid on any one day, e.g. Acquittance Rolls Nos. 1 to 6. A paymaster is to balance his cash each day.

(2) When a bank account is opened, one column is to be headed "Cash" and the other "Bank" and entries made in appropriate column, so that at any time the actual balance of cash on hand and the total amount in the bank can be ascertained.

Cash Book to be Balanced Monthly

28. The cash book is to be balanced monthly and a statement of receipts and expenditures is to be forwarded, on the form provided (M.F.D. 928), to the district paymaster, for transmission to the district treasury officer.

Correspondence

29. Paymasters may correspond, in matters pertaining to pay, allowances, accounts, and financial matters generally, direct with the district paymaster, and, when necessary, the latter will transmit the same, with any necessary remarks, to the chief paymaster.

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31.

32.

PART V

FINANCIAL INSTRUCTIONS FOR UNITS

(Articles 33-69)

33. Units authorized to be provided with a Paymaster.
34. Units not allowed Paymasters.
35. Responsibility of Paymasters.
36. First Steps to be taken by Paymasters.
37. Appointment of Pay Sergeant.
38. Paylists.

39. Particulars of Family of an officer or soldier.
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61. Dependents Allowance and Assigned Pay. Claims on appointment or enlistment.
62. Recruiting Expenses.
63. Accounts.
64. Returns.
65. Supplies, Stores, etc.
66. Postage and Telegrams.
67.
68.
69.

PART V

FINANCIAL INSTRUCTIONS FOR UNITS

33. (1) Immediately authority has been given for a unit to be mobilized, in the case of units authorized to be provided with a paymaster, the district paymaster will instruct such officer as to his duties. Care is to be taken that the paymaster is made fully acquainted with all the regulations with which he is concerned, and that he thoroughly understands the system to be followed, so that all accounting arrangements may be carried out efficiently from the start.

(2) If considered necessary by the chief paymaster, a number of desirable candidates for the appointment of paymaster will be attached on probation to the district paymaster's office, so that when any units are raised there will be a suitable officer available for appointment.

Units not allowed Paymasters

34. In the case of units for which paymasters are not authorized, the district paymaster will arrange to instruct the officer commanding the

unit and his clerk in the system to be followed, and will ensure that the accounting duties are commenced in accordance with the governing instructions.

Responsibility of Paymasters

35. (1) Officers in charge of public funds are to be guided generally by Financial Regulations and must conform to the same, and to such other directions as they may receive from time to time from responsible authority.

(2) As regards discipline and good order generally, paymasters are under the orders of their commanding officers, the same as any other officers belonging to, or attached to, the unit, and the commanding officer is responsible that the paymaster performs his duties in a proper and efficient manner.

First Steps to be taken by Paymasters

36. The paymaster must obtain immediately from the district paymaster the following books:—

(*a*) Financial Regulations, C.A.S.F.
(*b*) Copies of any circular letters relative to administration and finance, C.A.S.F. units, which are in effect.
(*c*) Field Service Regulations, Vol. I.
(*d*) War Establishment of his unit.
(*e*) Any necessary printed forms and books.
(*f*) Supply of Stationery.

37. In cases in which it is necessary, the paymaster will select a man with good clerical ability and knowledge of accounting for the appointment of pay sergeant. He will be appointed provisionally, and will not be confirmed until he has proved himself satisfactory.

Paylists

38. (1) As soon as possible, a paylist (M.F.M.13) must be commenced, but before an officer or man can be taken on the paylist, proper authority must be received by the paymaster for that purpose. In the case of those already serving, the dates on which they report for duty will be promulgated in Part II Orders.

(2) In the case of new appointments of officers, such appointments must be approved by headquarters and be published in district or camp orders, quoting the H.Q. authority. Paymasters are not to place such officers on the paylist, or issue pay, without such authority. The commanding officer's authority is not sufficient in such cases.

(3) The names of newly enlisted men must be published in Part II Orders, showing dates from which they are taken on the strength.

(4) Paymasters are forbidden to place the name of any officer or soldier on the paylist until he has been taken on the strength for pay purposes as set out in this article.

Particulars of Family of an Officer or Soldier

39. (1) M.F.M.5 "Particulars of Family of an Officer or Soldier," in duplicate, must be obtained by the paymaster immediately after the

officer or man is appointed or attested. The commanding officer concerned will be responsible for the prompt rendering of these forms to paymasters.

(2) When the claims for dependents allowance have been dealt with, one copy of this form for each officer or man appointed or enlisted during the week will be forwarded, with covering list, at the end of the week, to the district paymaster, for transmission to the officer i/c records, to be filed with the records of the officer or man concerned, and the other copy will be retained by the paymaster.

(3) In the case of personnel who are transferred to other units, the copy retained by the paymaster will be sent to the paymaster of the individual's new unit.

Appointments—Officers

40. Appointments of officers have to be approved by headquarters. Pay will not be granted for any ranks higher than those provided for in establishment, or for any appointment or rank in excess of those so provided for.

Appointments, etc.—Warrant and Non-Commissioned Officers

41. Appointments and promotions of warrant officers, class II, and non-commissioned officers are within the powers of the commanding officer, but these must not exceed the numbers allowed by establishment. When appointment or promotion is provisional, under the provisions of the Regulations for Mobilization, pay and allowances will be allowed for the rank granted provisionally on promotion. The higher rate of pay will commence on the date of promotion, and, on reduction, the lower rate will commence on the date of reduction.

Compilation of Paylists

42. (1) The paymaster, with the assistance of a pay sergeant, will be responsible for the correct compilation and completion of the monthly paylists of the unit and he will personally pay the officers and men.

(2) In units not allowed a paymaster, the officer commanding will be responsible for the performance of the duties of that appointment.

(3) Paylists are to be made out in duplicate, the original copy to be forwarded to the district paymaster not later than seven days after the end of the month, and the duplicate copy, used as a working copy, will be retained by the paymaster for reference. The entries in the original copies of the paylists will be checked as far as possible in the office of the district paymaster, taking into consideration the entries in Part II Orders and other supporting vouchers, and also the establishment of the unit. Extensions, additions, etc., will also be checked. Any errors which come to light will be dealt with by observations in the usual manner. When this has been done, the paylists will be forwarded, as early as possible, to the district treasury officer for further action.

(4) The names will be inserted in the following order, with a separate paylist for each company, etc.:

(*a*) Officers;

(*b*) Warrant officers;

(*c*) Non-commissioned officers, according to rank;

(*d*) Privates, etc., in alphabetical order, surname first and initials after. Correct regimental numbers must be inserted.

(5) During organization, and before appointments of provisional warrant and non-commissioned officers have been completed, it will be difficult to follow the above order of names, but, as far as possible, it should be adhered to, and until the formation of companies, etc., one paylist for the whole unit will suffice. Names of men enlisted during the month will be added from time to time at the end of the paylist, according to date of enlistment, and then placed in proper alphabetical order in the following month's paylist.

Daily Orders, Part II

43. (1) Daily Orders, Part II, are the foundation for the preparation of paylists, as all changes which affect an officer's or soldier's pay must be published in them.

The following casualties which affect pay must be published in Part 11 Orders:—

(*a*) *Strength—*

  (i) Enlistments, date attested and regimental number allotted to man;
  (ii) Men transferred from other units—Particulars of dates taken on and former units;
  (iii) Men transferred to other units—Particulars of dates struck off and units to which transferred;
  (iv) Personnel proceeding "On Command" and returning therefrom;
  (v) Men discharged—Dates struck off and reason for discharge, including deserters, etc., who are struck off by court of inquiry;
  (vi) Deaths—Date of.
  (vii) Personnel absent without leave.

(*b*) *Appointments.*

(*c*) *Promotions.*

(*d*) *Reduction in rank or men reverting to a lower rank at their own request.*

(*e*) *Punishments*—Nature and date of offence, and punishment awarded. In cases of absence without leave, the hour when absence commenced, as well as the date, must be given. The forfeiture of pay which necessarily follows absence of six hours or over must be given separately to the punishment awarded. If absence is under six hours and a man thereby fails to perform military duty, it is necessary to give the reason for forfeiture of one day's pay, e.g. "Missed a military duty."

(*f*) *Drunkenness*—Fine, according to scale laid down. Amount must be stated in words.

(*g*) *Hospital*—Date admitted to hospital and date of discharge must be given. If forfeiture of pay is involved, this must be stated.

(*h*) *Leave*—If granted leave for more than one day.

(*i*) *Losses of public stores*—When ordered to be charged against a man.

(*j*) *Allowances*—Type of, rate, date of commencement and date of termination.

(*k*) *Technical and Extra Pay*—Type of, rate, date of commencement, and date of termination.

(*l*) *Granting of Permission to marry and date of marriage.*

(2) As all charges on the paylist must be supported by Part 11 Daily Orders, and the paymaster has no authority to pay men, or deduct pay, etc., without such authority, he must take steps to ensure that he receives from the orderly room a copy of Part 11 Orders every day, and that all such orders are posted in the paylists immediately, with necessary notation in the " Remarks " column, and also on the index card (M.F.M. 14) for the individual concerned. In case any order is published, or punishment awarded, which does not appear to be in accordance with K.R.CAN., or the Army Act, or other regulations, it is the duty of the paymaster to represent the matter to the commanding officer, and to obtain his decision on the case.

(3) Should it come to the attention of the paymaster that casualties in connection with the unit are not being published promptly in orders, he will at once bring the matter to the notice of the commanding officer, and, if not rectified, he will submit a report to the district paymaster. Publication of orders for discharges, transfers, etc., in district or camp orders does not relieve the commanding officer of responsibility for publishing casualties in his unit's Part 11 Orders.

(4) Provision is made (see article 64) for a copy of Part 11 Orders to be forwarded daily to the district paymaster, and it shall be a duty of his to have the entries therein checked as the orders are received and to draw to the attention of the commanding officer, for correction, any entries which are not in accordance with the existing regulations.

Individual Index Cards

44. (1) As soon as possible after a man joins, the particulars required by index cards (M.F.M. 14) are to be noted thereon and kept corrected up to date by the paymaster or other officer performing such duties. Every circumstance which affects the service of an officer or soldier is to be noted immediately on the back of the card from Part 11 Orders, and in this manner a complete history of every man will readily be available.

(2) The cards should be kept in alphabetical order for the whole unit (officers being separate from the remainder), so that a nominal roll can be prepared with facility at any time.

(3) When an officer or man leaves the unit, particulars will be noted and card withdrawn from live cards and kept separately in non-effective cards, which are not to be destroyed. In the case of personnel transferred to other units of the C.F.F., a copy of the index card, up to date, is to be forwarded to the individual's new unit with his last pay certificate.

Erasures on Paylists

45. Erasures on paylists are strictly prohibited. Any alterations that may be necessary are to be made in such manner as not to obliterate the original entry, and all such alterations are to be initialled by the paymaster.

Issue of Pay

46. (1) Pay is to be issued in cash twice a month. An advance, in even dollars, will be made on the 15th, and the balance issued on the last day of the month, unless it is a Sunday or statutory holiday when payment may be made on the previous day.

(2) Acquittance rolls will be used in making payments, as set out in the succeeding article.

Use of Acquittance Rolls

47. (1) Shortly prior to pay days, acquittance rolls will be prepared, on M.F.D. 936a, in duplicate, using carbon paper, showing clearly the regimental numbers, ranks, names in the order in which they appear on the paylist, and the amount each individual is entitled to receive. As officers and men are paid, they will be required to sign the acquittance roll, in duplicate (carbon copy). At the end of the pay day, if any individual has not presented himself for his pay, his name is to be ruled out on the acquittance roll, which will then be totalled and closed.

(2) When personnel who were not paid on pay days present themselves to be paid, the paymaster will enter their names on a supplementary acquittance roll and obtain their signatures for the amounts paid. These supplementary rolls will be closed on the 7th, 14th, 21st and last day of the month.

(3) The original copies of the acquittance rolls will be forwarded, on the day they are closed, to the district paymaster for transmission to the district treasury officer, and the same will be attached to the original copies of the paylist when received by the latter. The duplicate copies of the acquittance rolls will be retained by the paymaster.

(4) Acquittance rolls will be numbered serially, a fresh series of numbers to commence on April 1st each year.

Payments to Soldiers in Hospital

48. Subject to the approval of the medical officer in charge of the hospital, advances of pay, not exceeding $10 per month, may be made to soldiers while in hospital.

Payments to personnel while away from their units

49. (1) Officers and men who are absent from their units on detached duty or attending courses of instruction, or in hospital, or for any other reason, provided the nature of such absence does not disqualify them from receiving pay and allowances, will be paid by Receiver General cheques by the treasury officer in whose custody the relative pay and allowances ledger accounts are retained.

(2) Paymasters will include the names of personnel referred to in the preceding paragraph in the current paylist in the usual manner, but when preparing acquittance rolls for use on the regular pay days their names will be placed on a special acquittance roll headed "To be paid by Receiver General cheque." This special roll will be submitted in duplicate, to the district paymaster, for transmission to the treasury officer, in sufficient time to permit delivery of cheques to the payees on the due date. The roll will show the number, name, address and amount payable to each individual.

(3) The district treasury officer will forward Receiver General cheques to the district paymaster for transmission to the payees. The duplicate copy of the acquittance roll, showing the cheque numbers against the payees' names, will be returned to the district paymaster for transmission to the paymaster, for posting to the monthly paylists. When the paymaster is making the postings referred to, he will enter the amounts involved in the "Casual Payments" column and the relative cheque numbers in the "Remarks" column of the paylist against the names of the individuals concerned. No signature is required to be obtained on the acquittance rolls for these payments, the endorsation on the cheques being sufficient proof of payment.

Men Absent on Pay Day

50. Payments are not to be entered in ink on the paylists, unless pay is actually issued. Consequently, if a man is absent without leave, in hospital, or in detention, etc., when payments are made for final settlement at the end of the month, any sum due to the man should not be shown as paid, but must be carried forward as a credit to the next account, and settlement will be made later when the man is present, and the amount shown in the cash column.

Requisition for Funds

51. (1) The paymaster will forward a requisition, on M.F.M. 15, to the district paymaster, for the funds required, twice a month. The amount requisitioned must be limited to actual requirements, to avoid having a large unexpended balance on hand at any time. Provision may be made to have a reasonable amount of cash on hand to make casual payments to men absent on the regular pay days and in other instances where necessary.

(2) The first requisition will be forwarded early in the month for the approximate amount required to pay the unit on the 15th of the month, and not later than the 20th of the month to provide for settlement at the end of the month.

(3) District paymasters will keep a record of the advances made to paymasters and will satisfy themselves that the same are not in excess of actual requirements. They will also keep a record of the amounts accounted for by the acquittance rolls when the same are received for transmission to the district treasury officer. In this way they will have a record of the approximate amount of cash kept on hand at any time by the unit paymaster.

Transfers

52. (1) On transfer from another unit, an officer or man will be taken on the paylist from the date following that on which his account was closed in his previous unit, as shown by his last pay certificate, M.F.D. 930A, received from the paymaster of such unit. Last pay certificate must, therefore, be obtained and any balance, credit or debit, entered on the paylist before any payment is made.

(2) When an officer or man is transferred to another unit, his account is to be closed up to the date of transfer, and, if possible, any balance due should be paid before he leaves the unit. After making any necessary stoppages on account of assigned pay, the paymaster will forward a last pay certificate, in triplicate, to the paymaster of the officer's or soldier's new unit, showing rates of pay, the date up to which credited, and the amount of the assigned pay, with date up to which charged on the paylist. If there is any balance, credit or debit, in the account on transfer, it will be noted on the last pay certificate. One copy of the last pay certificate will be kept on file by the paymaster of the new unit, and two copies must accompany the paylist when forwarded to the district paymaster (one copy to be passed to the district treasury officer).

(3) Similar procedure will be followed in the case of officers or soldiers left behind in hospital if the unit proceeds to another station, except that any net balance due will not be paid to the individual, but will be transferred on his last pay certificate, which will be forwarded to the district paymaster, who will make arrangements for the issue of pay to the personnel concerned.

Absence with Leave

53. During periods of absence on duly authorized leave, pay will be allowed, but rations or any allowance in lieu will not be issuable. If an officer or man is absent on account of sick leave, in addition to pay subsistence allowance of $1.70 per diem for officers and 85 cents per diem for other ranks will be payable (See article 199).

Absence Without Leave and Deserters

54. In the case of absence without leave, a soldier's pay will continue to be credited to him on the paylist until he is declared a deserter by a court of inquiry and is struck off strength. When that is done, the pay credited from and including the date of absence will be shown as mulct in the column for public stoppages. Any balance then remaining will be shown in the "Balance Carried Forward" column, and the man's name dropped from the next month's paylist. (See article 170 (1) (*d*).) If a debit balance exists, the amount will be entered in red ink. If the man returns within a period of twenty-one days from the date of absence, or is apprehended as a deserter before being struck off strength, his pay will be credited to him continuously but the total amount, from and including the date of absence to the date of return, in addition to any forfeitures of pay consequent on any punishment awarded by his commanding officer or a court martial, and any period of detention or imprisonment, will be mulct in the column for public stoppages.

Public Charges

55. (1) All charges due to the public, viz: barrack damages, fines, mulct pay, forfeitures, etc., will be recovered by being charged in the "Other Charges" column of the paylist, a notation being made in the "Remarks" column indicating the nature of the stoppages.

(2) In the case of losses by neglect of articles of clothing, equipment or regimental necessaries, the quartermaster, or officer acting as such, is to prepare an issue roll, on M.F.C. 512, in triplicate, by companies, showing the articles issued to each man to replace deficiencies, and the amount to be charged. Each man is to sign a receipt on the roll for the articles, and after it is certified by the company, etc., commander, two copies are to be forwarded to the paymaster, not later than the 23rd of the month.

(3) Immediately on receipt of the issue roll, the paymaster is to charge the amount involved against the man concerned under "Other Charges" and certify on each copy of M.F.C. 512 that this has been done, returning one copy to the quartermaster or other officer concerned, and the original copy is to be forwarded immediately to the district paymaster for transmission to the district treasury officer. The latter will attach such copy to the copy of the paylist when it is received by him.

Barrack Damages and Deficiencies

56. (1) As soon as units are ordered to leave camp or barracks on transfer to another district or location, the D.E.O. or D.O.O., as the case may be, or their representatives, will prepare a statement of damages or deficiencies in connection with the unit concerned, and obtain written acknowledgment of same from the commanding officer of the unit.

(2) On receipt of such acknowledgment, the D.E.O. or D.O.O., as the case may be, or their representatives, will at once prepare the necessary debit vouchers and forward them to the district paymaster, for recovery before the unit leaves the district or camp. The district paymaster will forward a claim, on M.F.D. 842, with the cash debit or other vouchers, to the officer commanding the unit, who is to take the necessary steps for recovery of the amounts assessed against his unit, the charges being published in Daily Orders Part II, as directed by K.R. Can. (1939) 878. The paymaster is responsible that the amounts are charged in the paylist under "Other Charges," against the individuals concerned, and that the cash debit or other vouchers are completed and returned to the district paymaster for disposal. If these charges are not recovered before the unit leaves the district or camp, the district paymaster will forward the documents to the responsible officer, with a view to the necessary action towards recovery being taken.

(3) In cases in which cash debit vouchers, M.F.D. 871, are issued against individuals, recovery will be effected by charging the amounts involved against those concerned in the paylists under "Other Charges." Three copies of cash debit vouchers, certified by the paymaster as to recovery, will be returned to the district paymaster, who will transmit two copies to the issuing officer and one copy will be passed to the district treasury officer, who will attach it to the covering paylist when received. Copies of the cash debit vouchers will be passed to district treasury officers only in cases in which covering entries are *not* published in Part II Order.

Regimental Charges

57. (1) Regimental charges will not be collected in cash from the individuals concerned, but will be charged in a separate column of the paylist. At the end of the month, the paymaster will pay the total amount for the unit to the commanding officer, using an acquittance roll for such purpose, and will obtain a receipt therefor, on the acquittance roll and also in his cash book, in which the necessary entries will be made.

(2) Regimental charges are limited to recognized subscriptions of a voluntary nature for such regimental purposes as sports, tailors, shoemakers, barber shops, laundry and canteen tickets. It is irregular to impose general charges on all men for barrack damages or damages to stores and equipment. Such matters must be dealt with by the commanding officer, who will assess damages against the individual responsible therefor, which will be recoverable as public charges.

(3) Fines for drunkenness are not to be paid into regimental or company funds, but will be charged on the paylists as public stoppages, the same as forfeitures of pay for absence without leave, etc.

(4) Moneys recovered through the paylist as regimental charges, for work carried out in tailors', shoemakers' or barbers' shops, or for any regimental fund, must be paid over by the commanding officer to those entitled thereto.

(5) Particulars of regimental charges will be prepared on M.F.D. 917, which will be submitted, in duplicate, to the paymaster not later than the 23rd of the month, and, as soon as the necessary entries have been made in the accounts of those concerned, one copy of the regimental charge sheet will be transmitted, through the district paymaster, to the

(2) In respect of such acknowledgments, the I.A.F.Z. or I.A.F.Z., as the case may be, or their representative, will at once prepare the necessary debit [illegible] and forward them to the district paymaster, for recovery [illegible] the unit [illegible] charged in [illegible]. The district paymaster will [illegible], on I.A.F. [illegible], the [illegible] or other vouchers to the officer commanding the unit, who is to [illegible] the necessary entry of the amounts debited against the unit. The [illegible] [illegible] in [illegible] [illegible] 11, as directed [illegible]. The paymaster is [illegible] that the amount was charged in the [illegible] under "[illegible]" against the individual concerned, and that the [illegible] are [illegible] and returned to the district paymaster for disposal. If these [illegible] are not [illegible] before the [illegible] the district paymaster will [illegible] the [illegible] to the [illegible], with a [illegible] to the [illegible] (I.A.F. [illegible]).

(3) In cases in which [illegible] I.A.F.Z. [illegible] and [illegible] [illegible] will be [illegible] by [illegible] the amount [illegible] in the [illegible] "[illegible] Charges." [illegible] of [illegible] will be [illegible] to the district paymaster, who will [illegible] the [illegible] will be [illegible] to the [illegible] [illegible] which [illegible] [illegible] of the [illegible] will be [illegible] to [illegible] [illegible] in which [illegible] was not [illegible] in Part II [illegible].

Regimental Charges

27. (1) Regimental charges will not be collected in cash from the individuals concerned but will be charged in a separate column of the [illegible]. At the end of the month, the paymaster will [illegible] the total amount [illegible] to the [illegible] [illegible] as [illegible] and will [illegible] a [illegible] of charges on [illegible] and [illegible] in [illegible] hand, in which the necessary entries will be made.

(2) Regimental charges are limited to [illegible] of a [illegible] nature, for such [illegible] purposes as [illegible], [illegible], [illegible], [illegible] and [illegible] debts. It is [illegible] to [illegible] [illegible] on all [illegible] or [illegible] to [illegible] [illegible]. [illegible] to deal with by the commanding officer, who will [illegible] against the individual [illegible] [illegible], which will be [illegible] of public charges.

(3) [illegible] for [illegible] are not to be paid from regimental or [illegible] funds, but will be charged on the [illegible] as public charges, the [illegible] of [illegible] without leave, etc.

(4) [illegible] recovered through the [illegible] as regimental charges [illegible] [illegible] [illegible] or [illegible] or for any regimental fund, must be paid over by the commanding officer to those entitled thereto.

(5) Particulars of regimental charges will be [illegible] on I.A.F.Z. [illegible], which will be submitted, in duplicate, to the paymaster not later than the end of the month, and, as soon as the necessary entries have been made in the accounts of those concerned, one copy of the regimental charge sheet will be [illegible], through the district paymaster, to the

district treasury officer. The latter will attach the same as a voucher to the covering paylist. The other copy of M.F.D. 917 will be retained by the paymaster.

Men Medically Unfit

58. When a man is found medically unfit for further military service, through injuries or illness contracted through service, and his condition does not then permit of his being discharged and returned to his home, he will be sent to a hospital or a convalescent home, pending discharge to pension or otherwise. In such a case, the man will be struck off the unit paylist and a last pay certificate, noting the hospital, to which the man is sent, will be forwarded to the district paymaster, who will take the man on a paylist and arrange for necessary payments to be made until such time as he is declared fit to resume his civil occupation, or is discharged to pension.

Discharges by Purchase

59. (1) Discharge by purchase is not a right but a privilege. to be granted only in very exceptional cases, and subject to application within three months after enlistment, and to deposit of $50 by the applicant with the paymaster.

(2) The paymaster will purchase a deposit receipt, not later than the day after that on which the cash is received by him, and will record particulars of the same against the man's name in the "Remarks" column of the paylist. The deposit receipt will be forwarded at once to the district paymaster, for transmission to the district treasury officer, and a certified list of men discharged by purchase during the month will be rendered at the end of the month by the paymaster to the district paymaster, for similar action.

(3) If a man who has been discharged by purchase re-enlists, the amount paid is not to be refunded to him without the authority of headquarters.

Bank Accounts

60. (1) It will not be compulsory for a paymaster to open a bank account in his official capacity, but, as paymasters are responsible for the safe custody of public funds in their possession, he may, if he so desires, deposit such funds in a convenient branch of a chartered bank. In such an event the account will be opened by the paymaster in his official capacity as—"Paymaster..................", (Unit)
and the funds so deposited must be kept separate from his own personal funds.

(2) If such an account is opened, the district paymaster must be advised accordingly, and he will take steps to obtain the following undertaking from the bank concerned:—

> "The account standing in the name of.............................
> is held by this Bank as money belonging to the Department of National Defence, and the Bank will at all times comply with any directions which may be given by the District Paymaster, Military District No. ...., or the District Treasury Officer, Military District No. .... in respect of such account."

(3) The bank balances of such accounts will be verified by the district paymaster when his monthly inspection is carried out (*See article 5*).

DEPENDENTS ALLOWANCE AND ASSIGNED PAY

Claims on appointment or enlistment

61. (1) When a man is attested for service in the Canadian Active Service Force the Paymaster will ascertain, from M.F.M. 5 "Particulars of Family of an Officer or Soldier," whether the man is married, or whether he has motherless children who are eligible for dependents allowance. If so, he will take steps immediately to have the man paraded at his office for the purpose of completing an application for dependents allowance (Form M.F.M. 16) and making the necessary assignment of pay (Form M.F.M. 17). These applications will be forwarded *daily* with a covering list, in triplicate, to the district paymaster, who will pass them to the district treasury officer for notation in his records and transmission to the D.A. & A.P. Branch, N.D.H.Q.

(2) On receipt of the applications as above by the D.A. & A.P. Branch, dependents allowance and assigned pay will be put into effect provisionally without further authority. The individual's file will then be passed by the D.A. & A.P. Branch to the Dependents Allowance Board, which body will review each such case and will obtain marriage and/or birth certificates and such other information as may be considered necessary by the Board. When decision is given by the Board, the D.A. & A.P. Branch will be advised as to the terms thereof.

(3) In addition to the foregoing, the paymaster is to have paraded at his office men who are shown, on M.F.M. 5, as having dependents, other than wives or motherless children, who may be eligible for dependents allowance. The provisions of the dependents allowance regulations will be explained to the man and, if he so desires, an application for dependents allowance will be submitted, on Form M.F.M. 16A, and an assignment of pay made, on form M.F.M. 17. These applications will also be submitted, with a covering list, in triplicate, to the district paymaster, who will pass them to the district treasury officer for notation in his records and transmission to the D.A. & A.P. Branch, N.D.H.Q.

(4) On receipt by the D.A. & A.P. Branch of the applications referred to in paragraph (3), steps will be taken to put the assignment into effect and to pass the applications for dependents allowance to the Dependents Allowance Board for investigation and decision as to the dependents' eligibility for the allowance. When decision is given, the D.A. & A.P. Branch will be notified accordingly.

(5) In the case of officers, steps will be taken to have the necessary documents completed and disposed of as outlined in this article and suitable action taken accordingly.

(6) In the case of warrant officers, n.c.o's and men, an assignment of pay of at least fifteen days' pay of rank per month is compulsory if dependents allowance is granted.

Recruiting Expenses

62. Suitable advances, to cover the travelling and other expenses of personnel employed on duty in connection with recruiting, may be made on the authority of the district officer commanding. Such advances will be accounted for in the usual way, by the submission of travelling claims and other necessary vouchers.

Accounts

63. Paymasters will render the monthly paylists to the district paymaster by the 7th of the following month. The paylist will be accompanied by M.F.D. 928 (Monthly Cash Account) which will contain a complete record of all receipts and payments, copies of Part II Orders issued during the month, and by a list of all men discharged by purchase, as referred to in article 59.

Returns

64. The following returns, etc., are to be forwarded by all units to the district paymaster, as shown:

(*a*) *Daily—By the Officer Commanding:*
  (i) Two copies of Daily Orders, Part II, one copy of which will immediately be passed to the district treasury officer. (Two copies of Part II Orders are also to be furnished daily to the Paymaster).
  (ii) "Nil" return is required if no orders are issued on any day.

(*b*) *Daily—By Paymaster:*
  (i) List, in triplicate, of officers and men on whose behalf applications are submitted for dependents allowance. This list must show the regimental number, rank and name of the officer or man, and will be accompanied by the application forms for dependents allowance and assigned pay.
  (ii) List showing changes of addresses of dependents who are drawing dependents allowance.

(*c*) *Monthly (On the 7th of each month)—By Paymaster:*
  (i) Paylists, supported by copies of Part II Orders.
  (ii) Monthly cash account.
  (iii) Statement of discharges by purchase.
  (iv) Requisition for funds required for 15th of the month.

Supplies, Stores, etc.

65. The arrangements followed in peace time in regard to the purchase of supplies, stores, etc., will apply, and accounts will be dealt with in accordance with established procedure. Commanding or other officers are not permitted to make any purchases as a charge against public funds, unless authorized to do so by the district officer commanding or senior officer of troops.

Postage and Telegrams

66. (1) District officers commanding will arrange, in accordance with the existing procedure, for a supply of stamps to be furnished to commanding officers, who will keep a record in Militia Book 46 of all letters sent by mail on public business. All such letters must be prepaid by postage, except those sent to the Department of National Defence and other government departments at Ottawa, as laid down in the Canadian Official Postal Guide. If registration is required on correspondence addressed to any of such departments at Ottawa the usual fee of 10c. must be prepaid in stamps.

(2) Accounts rendered for messages sent by telegraph or telephone, by officers authorized to incur such expenditure, will be checked and certified before being passed to the district treasury officer for payment. Telegrams and long distance telephone messages relating to leave or other matters of a private nature will not be allowed as a charge against public funds.

(3) Accounts for messages sent by telegraph must be supported by copies of such messages.

67.

68.

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PART VI

PAY AND ALLOWANCES—GENERAL REGULATIONS

(Articles 70-96)

70. Special Rates of Pay, Staff, etc.—When issued.
71. Rates governed by appointment.
72. Allowances included in rates.
73. Cessation of Special Rates.
74. Issue of Rations.
75. Issue to officers acting.
76. Pay on transfer.
77. Regimental Pay.
78. Issue of Pay.
79. Delay in forwarding claims.
80. Pay of officers on leave, etc.
81. Cessation of and Deductions from Pay. Officers Dismissed, Removed, etc.
82. Officers Resigning.
83. Deceased officers and soldiers.
84. Liability of officers and soldiers to meet Public and Regimental Claims
85. Deductions from officers and soldiers suspended from duty.
86. Penal Forfeitures—Officers.
87. Officers suspended from duty or absent without leave.
88. Assigned Pay Regulations. Amounts to be assigned.
89. Action required to avoid overpayments.
90. Men undergoing imprisonment, etc.
91. Men in custody awaiting trial.
92. Notification of changes and cancellation of assignments.
93.
94.
95.

PART VI

PAY AND ALLOWANCES—GENERAL REGULATIONS

Special Rates of Pay, Staff, etc.—When Issued

70. The pay and allowances of an officer appointed to the staff, or to an appointment for which a special rate of pay and allowances is provided, shall commence from the date of appointment as shown in the *Canada Gazette,* unless appointed in an acting capacity as prescribed in article 75. Pay for an appointment shall not be issued to more than one officer for the same period in respect of the same appointment except in the case of an officer who is permitted to draw the pay of his appointment while in hospital, or for periods of leave, etc., as prescribed in Article 73, or when another officer is serving in an acting capacity under the provisions of Article 75.

Rates Governed by Appointment

71. The pay and allowances (except dependent's allowance) of an officer appointed to the staff, or to an appointment for which a special rate of pay and allowances is provided, shall be governed by the classification of the appointment and not by the rank of the officer, but dependent's allowance shall be paid according to the officer's rank.

Allowances Included in Rates

72. A special rate of pay and allowances shall be in full of all claims for pay or money allowance in lieu of quarters, rations, fuel and light, except—

(*a*) Subsistence allowance of $1 per diem if an officer is authorized to provide himself with quarters, rations, fuel and light;

(*b*) Dependents allowance in the case of officers whose dependents are eligible therefor, or authorized allowances if applicable in the case of an officer of the Permanent Active Militia;

(*c*) Travelling allowances at prescribed rates when an officer is actually travelling on duty away from his station, subject to deduction of subsistence allowance after fourteen days when travelling allowance is claimed beyond that period.

Cessation of Special Rates

73. (1) A special rate of pay and allowances shall only be issued during the period an officer is performing the duties of his appointment, except that, under the following circumstances, such pay may be continued for the periods herein defined, after which an officer will revert to regimental rates of pay and allowances of his temporary substantive rank:—

(*a*) If absent on ordinary leave—
For a period not exceeding 30 days;

(*b*) If absent on duty, in hospital, or absent on account of sickness for any cause other than alcoholism or an offence under the Army Act—
For a period not exceeding 90 days from date of ceasing duties of appointment;

(*c*) If absent on sick leave—
For a period not exceeding 90 days from date of ceasing duties of appointment and including any time in hospital or absence on account of sickness under (*b*) above;

(*d*) If a prisoner of war—
For a period not exceeding 61 days from the date the officer is reported as a casualty by officer i/c records.

Issue of Rations

74. Rations may be issued in kind to an officer in receipt of a special rate of pay and allowances, when issue is authorized by regulations, but he may not draw the money allowance in lieu when rations in kind are not issued.

Issue to Officers Acting

75. An officer performing the duties of an appointment for which a special rate of pay and allowances is provided, in an acting capacity, whether as substitute for a regularly appointed officer or otherwise, shall, if he performs the duties of such appointment for more than thirty consecutive days, be entitled to receive the special rate of pay and allowances of the appointment for the 31st and subsequent consecutive days during which he continues to perform the duties of such appointment.

Before an officer can receive payment of this additional pay, a claim, giving full particulars, certified and recommended by the officer commanding the formation concerned, must be forwarded to headquarters for approval.

Pay on Transfer

76. An officer in receipt of a special rate of pay and allowances, if transferred to another appointment, whether in the same grade or not, shall cease to draw the rate provided for his former appointment, and shall be paid at the rate provided for the new appointment, or at such a rate as the Minister may determine for such new appointment.

Regimental Pay

77. The regimental or ordinary pay of an officer on appointment, or on promotion, shall commence from the date of his commission or promotion respectively, as stated in the *Canada Gazette* and promulgated in orders.

Issue of Pay

78. (1) Pay and allowances, salaries and wages shall be issued in arrear, except in the case of officers and men proceeding on leave when pay may be issued in advance for a period not exceeding one month.

(2) All claims for pay (when not credited automatically) and allowances, salaries, wages, etc., must be rendered in duplicate and certified by the officer commanding or the officer in charge as the case may be. The officer certifying the claim shall be held responsible for the correctness of it.

(3) Daily rates of pay include payment for Sundays and public holidays (seven days in the week).

Delay in Forwarding Claims

79. Pay and allowances which may not have been drawn within one year from the date on which they might have been claimed will not be issued without the special sanction of the Minister, and such sanction will not be given unless the circumstances represented show sufficient reasons for the claims not having been forwarded at the proper time.

Pay of Officers on Leave, etc.

80. Officers are entitled to draw pay and allowances for periods during which they are absent on leave or sick leave, subject to the conditions and limitations provided for by these regulations (*See* Article 73).

Cessation of and Deductions from Pay Officers Dismissed, Removed, etc.

81. (1) An officer cashiered, dismissed or removed from the service, shall not receive pay or allowances beyond the date on which the sentence is promulgated to him, or, in the case of removal, beyond the date notified in the *Canada Gazette* as the date from which removal is to take effect.

(2) Notwithstanding anything contained in the preceding paragraph, however, the pay and allowances of an officer cashiered, dismissed, from the service, or removed, shall, in respect of any period for which he may have been absent without leave, or suspended from duty, be disposed of in accordance with the provisions of Articles 85 to 87.

Officers Resigning

82. (1) An officer who is permitted to resign shall not receive pay or allowances beyond the date specified in the *Canada Gazette* as that on which the resignation took effect. Dependents allowance, where payable, is, however, continued to the end of the month in which the officer is struck off the strength.

(2) An officer voluntarily relinquishing a staff appointment, or an appointment for which a consolidated rate of pay is allowed, or removed therefrom, shall receive staff or consolidated pay only to the date of his ceasing to perform the duties of his appointment, unless entitled under the provisions of Article 73 to continue in receipt of such pay for period specified therein.

(3) To ensure correct issue of pay and allowances, notification of the date an officer ceases to perform the duties of his appointment is to be at once communicated by the headquarters of the district concerned to the paymaster who is responsible for the issue of such officer's pay and allowances.

Deceased Officers and Soldiers

83. Pay and allowances to the end of the month in which an officer or soldier dies will be credited to his account. This includes pay of rank or appointment, command pay, adjutant's pay, extra duty pay, or technical pay, and all allowances except ration or subsistence allowance.

Liability of Officers and Soldiers to meet Public and Regimental Claims

84. (1) Pay and allowances, and all other emoluments authorized by these regulations or granted by higher authority to an officer, warrant officer, non-commissioned officer or man, or other person of the Force, shall be held liable to be stopped to meet any public claim there may be against him, any regimental debt that may be due from him, or any regimental claim, or any military claim, which the Minister may direct him to pay.

(2) For the purpose of this article, public claim shall be held to mean any public debt or disallowance, including any over-issue made through an error as to the facts, or a deficiency or irregular expenditure of public money or stores, of which, after due investigation, no explanation satisfactory to the Minister is given by the person or persons responsible for the same.

(3) For the purpose of this article, military claim shall be held to mean any claim of a military character which has arisen through, or remains unsettled by reason of, negligence in respect of, or default in, the performance of a military duty, or payment of a military debt, whereby loss or damage is occasioned to a person subject to Military Law, or a civilian, including a company or corporation, of which, after due investigation, no explanation satisfactory to the Minister is given by the person, or persons, responsible for the same.

Deductions from Officers and Soldiers Suspended from Duty

85. (1) The pay and allowances of an officer, if suspended from duty, shall cease from the date of such suspension until the case has been dealt with by the Minister and his decision communicated, in accordance with the procedure prescribed in Article 87.

(2) The pay of an officer or soldier is earned from day to day by reason of military service rendered. In cases where no military services have been rendered, and penal stoppages are not made, the Minister, or such officer as he may designate, may, in his discretion decide that the officer or soldier is not entitled to draw pay, and such decision shall be final.

Any case of this nature which may arise, in which doubt exists as to whether the officer or soldier has rendered military service, will be submitted to headquarters.

(3) The above regulation is independent of, and in addition to, any regulations authorizing penal deductions to be made from the pay and allowances of an officer or soldier.

(4) In the case of a soldier being acquitted or his conviction being subsequently set aside, he shall be entitled to full pay and allowances from the date on which he was first placed in confinement, but will not be entitled to receive such pay and allowances until he rejoins for duty.

(5) Where a soldier charged with a civil offence is allowed out on bail and not kept in confinement, and is doing duty with his unit, he shall not forfeit his pay and allowances while on bail, and his assigned pay and dependents allowance, if any, shall be continued.

Penal Forfeitures—Officers

86. (1) The following penal deductions may be made from the pay and allowances of an officer of the Canadian Field Force:—

(*a*) All pay and allowances for every day on which he is absent without leave, or overstays the period of leave for which leave of absence has been granted him, unless a satisfactory explanation of such absence, forwarded through the usual channels, has been accepted and approved by the Minister, or such officer as he may designate.

(*b*) The sum required to make good such compensation for any expenses, loss, damage, or destruction occasioned by the commission of any offence as may be awarded by the court-martial by which he is convicted of such offence.

(*c*) The sum required to make good the pay of any officer or soldier which he has unlawfully retained or unlawfully refused to pay.

(*d*) The sum required to make good any loss, damage or destruction of public property, which, after due investigation, appears to the Minister or such officer as he may designate, to have been occasioned by any wrongful act or negligence on the part of the officer.

(2) The term "pay" in the above includes technical pay and the term "allowances" means all allowances except dependents allowance.

(3) Any deductions of pay and allowances hereby authorized may be remitted in such manner and by such authority as may be from time to time provided by the Minister.

(4) Any sum hereby authorized to be deducted from the ordinary pay and allowances of an officer may, without prejudice to any other mode of recovering the same, be deducted from the ordinary pay and allowances or from any sums due to such officer in such manner, and when deducted or recovered may be appropriated in such manner as may be from time to time directed by the Minister.

(5) In case of doubt as to the proper issue of pay or the proper deductions from pay due to any officer, the pay may be withheld until the order of the Minister has been signified, which order shall be final.

Officers Suspended from Duty or Absent Without Leave

87. (1) In the case of officers suspended from duty or absent without leave, the procedure set forth herein will be carried out in connection with their pay and allowances.

(2) The commanding officer is to notify the paymaster concerned immediately an officer is suspended from duty or is absent without leave, stating the date on which suspension or absence began.

(3) Any commanding officer who fails or delays to give the notice to the paymaster concerned, as prescribed in paragraph (2), will be liable for the whole or any part of the pay and allowances which may be wrongly paid to an officer suspended from duty, or absent without leave, if (by reason of such officer being dismissed from the service or for any other reason) the amount cannot be recovered from his pay and allowances.

(4) On receipt of this information, no further pay or allowances are to be credited to the account of an officer suspended from duty or absent without leave, until his case has been disposed of and the decision of the Minister has been obtained.

(5) To enable an officer to meet incidental expenses during the period he is suspended from duty, the sum of $10 per month may be paid to the officer by the paymaster of his unit, on the authority of his commanding officer, and, in addition, the sûm of $15 per month will be allowed for payment of the officers's mess account.

(6) At the end of each month, or on an officer's case being finally disposed of, the mess providing his messing shall forward, without delay, to the district paymaster concerned, its account, at a rate not exceeding that authorized in paragraph (5). This account is to be certified correct by the officer concerned. A cheque in payment of the account will be forwarded direct to the mess.

Messes will have no other means than those stated above of collecting amounts due by officers in respect of periods they have been suspended from duty. If a mess fails to avail itself of this procedure, the account must not subsequently be forwarded to headquarters for collection.

(7) In the event of an officer being released frôm arrest under circumstances which do not warrant the forfeiture of his pay and allowances, the amount of the monthly payments referred to in paragraphs (5) and (6) will be charged to his pay account. If, on the other hand, he is cashiered or dismissed from the service, recovery of the monthly payments will depend upon whether or not his pay account shows a credit balance. If an officer is neither cashiered nor dismissed, but is found guilty of the offence, remaining, however, in the service, then, in default of special authorization to the contrary, the amounts paid while suspended from duty shall, in the ordinary course, stand to his debit and be deducted when his pay account again shows a credit.

(8) On the return to duty of an officer who has been suspended or if he is cashiered or dismissed from the service, then, upon the promulgation of the sentence, the following action will be taken:—

(*a*) Where the officer is convicted by court-martial or civil court, his commanding officer will, in the case of conviction, on the date of promulgation of sentence, forward a report, giving particulars of the charge, finding, sentence, date of promulgation, and the exact dates during which the officer was suspended from duty.

(*b*) Where the case has been disposed of by the commanding officer, or other superior authority, without having gone to court-martial, or where the officer has been court-martialled and acquitted, the commanding officer will forward a report, giving the particulars of the charge, disposal, and the exact dates during which the officer was suspended from duty, on the date the case is finally dealt with.

This report as to disposal must be definite and state whether the officer was censured or otherwise dealt with by the commanding officer or other officer. This definite report is necessary to enable the Minister, or such officer as he may designate, to determine whether there will be forfeitures of pay and allowances during the period the officer is suspended from duty and the amount of such forfeitures.

Such reports will be forwarded to the district officer commanding, for transmission to headquarters.

(9) On receipt by headquarters of the reports referred to in the preceding paragraph, immediate steps will be taken to obtain the decision of the Minister as to the disposal of the officer's pay and allowances during the period he was suspended from duty or absent without leave.

(10) With reference to paragraph (4) of this article, if dependents allowance and assigned pay are payable to a dependent relative of an officer suspended from duty, payment will be continued until the case is disposed of.

If the officer is absent without leave in excess of twenty-one days, payment of dependents allowance and assigned pay will be suspended. When the officer rejoins, payment of dependents allowance and assigned pay of fifteen days' pay of rank will be resumed from the date of his return.

(11) When the instructions of the Minister have been received in respect to forfeitures of pay, unless otherwise directed, forfeitures of pay for period of absence without leave will be charged in full; but for the period that the officer has been suspended from duty during which assigned pay has been continued, if the assignment is payable to a dependent relative and is less than fifteen days' pay of rank, the account of the officer will be credited with the amount of such assignment, and if equal to or more than fifteen days' pay of rank, his account will then be credited with fifteen days' pay of rank to wholly or partially offset the assignment.

ASSIGNED PAY REGULATIONS

Amounts to be Assigned

88. (1) A soldier on whose account dependents allowance is issuable must assign to the recipient not less than fifteen days' pay of rank per month. In cases where no such assignment has been made, but where it has been decided that the dependent is entitled to dependents allowance, a compulsory assignment of fifteen days' pay of rank per month may be put into force against the pay of the soldier.

(2) The following amount shall be considererd as "Fifteen days' pay of rank":

Warrant Officer, Class I..........................	$60 00
Warrant Officer, Class II........................	45 00
Staff-Sergeant and Sergeant.....................	35 00
Ranks below sergeant..........................	20 00

(3) The maximum amount which may be assigned per month is twenty days' pay of rank and twenty days' technical pay.

(4) Increase or reduction in the amount of assignments, due to promotion, reduction or reversion in rank, will be made, if necessary, from the first of the month following that in which promotion, reduction, or reversion, takes effect. Changes in the amount of assignment at the officer's or soldier's own request will not be permitted more frequently than once in six months, unless the circumstances are exceptional.

(5) An officer or soldier may make as assignment of pay to cover insurance premiums which are payable on a monthly basis, but no other assignments of pay will be permitted, except to dependents in respect of whom applications have been submitted for dependents allowance.

N.B.: *See Article 175* regarding assignments to cover compulsory stoppages of pay to comply with court orders, etc.
See Article 179 regarding assignments of pay of officers and soldiers of the Permanent Active Militia.

Action Required to Avoid Overpayments

89. (1) If an officer or man with an assignment is absent without leave for a period in excess of twenty-one days, the paymaster must forward Stop Payment form for assigned pay (M.F.M. 18).

(2) In the case of men assigning technical pay, if such additional pay is discontinued assignments will be reduced to the amounts authorized for their ranks and immediate notification will be forwarded accordingly on the prescribed form.

(3) In order that the dependents of men to whom assigned pay is paid shall not suffer, by reason of hospital stoppages inflicted under Article 222, an assignment payable to a dependent will not be stopped or reduced for any period during which a soldier's pay is reduced in consequence of hospital stoppages.

Men Undergoing Imprisonment, Etc.

90. Assignments will be continued in all circumstances as long as dependents allowance issued in connection with such assignments is paid to a soldier's dependents, except that, if a soldier's earning capacity ceases through detention, field punishment or imprisonment, and the continued issue of assigned pay has created or will create a debit balance of more than $60, the assignment, if for more than $20, will be reduced to $20 per month until the overdraft is liquidated after the soldier ceases to be liable for forfeiture of pay.

Men in Custody Awaiting Trial

91. In the case of a soldier retained in custody awaiting trial before the civil authorities, his assignment may be continued under the same conditions as in the cases of men undergoing imprisonment, etc., as prescribed in Article 90.

Notification of Changes and Cancellation of Assignments

92. (1) All changes in assignments are to be notified on form M.F.M. 19 (one copy) and cancellations on form M.F.M. 18 (one copy), which are to be rendered promptly to the district paymaster, who will pass them to the district treasury officer for notation in his records and transmission to the D.A. & A.P. Branch, N.D.H.Q.

(2) When changes of this nature are made, suitable notation accordingly will be made in the "Remarks" column of the paylist, showing the effective date of the change.

93.

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PART VII

DEPENDENTS ALLOWANCE REGULATIONS

(Articles 97-122)

97. Definition of terms.
98. Purpose of Dependents Allowance and duties of Dependents Allowance Board.
99. Award Procedure.
100. Petitions for allowance.
101. Rates, etc.
102. Conditions under which allowance shall not be granted.
103. Assignment of pay.
104. Arrears of allowance.
105. Revision of the allowance.
106. Review, etc., of award made by the Board.
107. Payment of allowances—
    Duties of Comptroller of the Treasury.
108. Date of Payment.
109. Prior to appointment or enlistment.
110. To principal dependent.
111. To person designated by officer or man for support of his child.
112. Suspension of allowance by the Board.
113. Cessation of allowance.
114. Continuation of allowance, officers or men reported " Missing " or " Prisoners of War."
115. General.
    Statutory declaration.
116. Investigation by Board of allowance awards.
117. Petitions from unmarried applicants.
118. Allowance not to be assigned, charged, etc., Power of Attorney not to be recognized.
119. Recommendation to Treasury Board by Dependents Allowance Board in cases where the board is of the opinion that a state of dependency exists, but the board lacks authority to make an award.
120. Misrepresentation by applicant.
121.
122.

PART VII

DEPENDENTS ALLOWANCE REGULATIONS

97. In these Dependents Allowance Regulations, unless the context otherwise requires—

(*a*) *"Allowance"* means a dependent's allowance as provided for herein;

(*b*) *"Applicant"* means an officer or man who is a member of the military forces of Canada on active service, as defined herein, who makes application for the grant of a dependent's allowance,

and who is not eligible otherwise to be granted, out of the Consolidated Revenue Fund, an allowance for the maintenance of a dependent;

(*c*) *"Board"* means the Dependents Allowance Board;

(*d*) *"Military Forces of Canada"* means the military forces placed on active service at the instance of and as a cost to the Government of Canada, and any auxiliary bodies or services which are designated by the Governor in Council as forming a part of the military forces;

(*e*) *"Dependent"* means the members of the applicant's family who were wholly or in part dependent upon the income of the applicant at the time of his appointment or enlistment, or have, since his appointment or enlistment, become dependent on him, and where the applicant, being the parent of an illegitimate child, has such a child so dependent upon his income, or, being an illegitimate child, has a parent or grandparent so dependent upon his income, such illegitimate child and parent or grandparent, respectively; Provided, a person shall not be deemed to be a partial dependent of another person unless he was dependent partially on contributions from the applicant for the provision of the ordinary necessaries of life suitable for persons in his class and position;

(*f*) *"Minister"* means the Minister of National Defence;

(*g*) *"Officer or man"* means any person, male or female, serving other than in civil capacity in the Military Forces of Canada whose pay is an ultimate charge on the Consolidated Revenue Fund of Canada;

(*h*) *"Public Authority"* means the civil governments of Canada and of the Provinces, local municipal and school corporations, and such public commissions, boards, corporations and other administrative instrumentalities of Canada or of a province as, from time to time, may be designated a Public Authority for the purposes of these regulations by the Treasury Board, acting on a recommendation of the Minister of Finance.

98. A dependent's allowance may not be claimed as a right. The allowance is for the purpose of promoting the well-being and efficiency of the Military Forces of Canada by providing a means to alleviate the financial anxieties of temporarily enrolled members with respect to the domestic welfare of dependents while they are in the service of His Majesty. The Board is an administrative agency which is created to ensure that every application for an allowance receives prompt and efficient consideration. Its duty is to decide and to enforce in accordance with the terms of these regulations. The Board's responsibilities shall there end. But the Board shall bring to the notice of the Minister of National Defence recommendations for the improving of the terms of these regulations when, in application, it is noted the fundamental objective is not being achieved.

Award Procedure

99. (1) The Board shall hold its sessions and conduct its proceedings in such manner as may seem to it most convenient for the speedy and efficient discharge of its duties. Subject to the approval of the Minister,

it may make rules, not inconsistent with the terms of these regulations, for the conduct of its inquiries, hearings and investigations as may be necessary, both before and after an award is made.

(2) The Board may obtain information which, in its judgment, is authentic, otherwise than under the sanction of an oath or affirmation, and it may use and act upon such information.

(3) Two members shall constitute a quorum of the Board for the purpose of determining whether an allowance may be granted, but one member may act for the Board in any inquiry arising out of an application for an award, or an award. In the event of the members participating in a decision to be made being equally divided, and a third member is not currently available to cast a deciding vote, the Chairman of the Board shall decide whether an allowance shall be authorized.

(4) The chairman shall designate the persons who are authorize to notify the Comptroller of the Treasury whenever the Board has made a decision affecting Consolidated Revenue Fund.

(5) There shall be no right of appeal by an applicant or dependent from a decision; but the Minister shall designate at least one official interviewer in each military district in Canada and as many as he deems necessary outside of Canada. An official interviewer shall be either an official of a Public Authority, or a commissioned officer of the Defence Forces of Canada. An applicant, or dependent, aggrieved with a decision of the Board, may state his objection to an official interviewer, and if he be of the opinion further consideration of the application is in the public interest, he shall make a report to the Board, which shall forthwith review its decision.

(6) The Deputy Minister of National Defence, the Comptroller of the Treasury or the Auditor General, when of the opinion that the Board has exceeded the powers granted to it by these regulations, or that it has acted contrary to the public interest, may require that a decision of the Board be submitted to the Treasury Board for review and direction.

100. No petition for an allowance shall be considered by the Board unless submitted in writing by an applicant as defined by these regulations, and the petition be in such form and submitted through such channels as may from time to time be directed by competent authority: Provided, if a person files a notice in writing alleging a dependency relationship as defined herein, and the officer or man has not petitioned for an allowance for such person, notice of the claim shall be given him, and, if he accepts the person as a dependent, an award may be made. But if he denies responsibility or fails within a reasonable time either to accept or deny the alleged relationship, the Board shall decide what, if any, allowance may be granted, and the number (not exceeding fifteen) of days' pay per month which shall be deemed to be compulsorily assigned for the benefit of the dependent.

101. An award shall be for such an amount as the Board may decide, but no award shall exceed—

(*a*) For the wife of an officer or man holding rank as shown below, or if there is no wife and in the opinion of the Board the continued maintenance of a home is justified, for the daughter, step-daughter, mother, step-mother, mother-in-law, sister, step-sister, sister-in-law, aunt or female cousin responsible for the care and management of the home prior to the appointment or enlistment of the officer or man:

	Per Month
Officers above the rank of Major	$60 00
Major	55 00
Captain	50 00
Lieutenant	45 00
Warrant Officer, Class I	40 00
All other Ranks	35 00

(*b*) For a dependent son to the age of 16 years and for a dependent daughter to the age of 17 years, and for a son or daughter of any age when such child is unable owing to physical or mental infirmity to provide for his or her own maintenance 12 00

(*c*) For any other dependent relative, of an officer or man holding rank as shown below, who may qualify within the terms of these regulations:—

Officers above the rank of Major	30 00
Major	25 00
Captain	
Lieutenant	20 00
Warrant Officer, Class I	
All other ranks	

Provided—

(i) No dependent may receive more than one class of allowance for his or her welfare;

(ii) No dependent may receive concurrently an allowance authorized on behalf of more than one member of the Military Forces of Canada;

(iii) When a wife is separated from her husband by reason of divorce, judicial decree of separation from bed and board, formal separation agreement, or as a consequence of any court order or written agreement, she may be deemed eligible to receive only the amount the officer or soldier is obligated to provide, and the assignment of pay shall be applied first to provide the same amount. Any residue of the allowance which otherwise might be paid may, in the discretion of the Board, be applied for the benefit of any child who, by such order or agreement, remain a responsibility of the husband, but the maximum amount which may be awarded for the benefit of any child shall not have the effect of increasing the $12 allowance to a total amount in excess of $20, but if the officer or man has married again the allowance to his present wife shall not be curtailed as a consequence of the payment to the divorced wife;

(iv) When a wife is, at the time of the appointment or enlistment, living apart from her husband, and no written agreement exists,

the Board shall make an investigation and apply the procedure provided by (iii) of this article to the extent it deems fair and just;

(v) When a daughter or other female relative comes within the class subject to the allowance rate under paragraph (a) of this article, and she serves at an agreed rate of remuneration, either in money or in kind, or partly in one and partly in the other, the award to her and to the other dependents shall be as the Board may determine;

(vi) When an applicant has neither a wife nor a dependent female relative to take the place of a wife, but has a dependent child, as defined by these regulations, the Board may, in its discretion, make an award for the welfare of such child not exceeding $20 a month for each child, nor in total $60;

(vii) If a dependent, other than a wife or child, is in receipt of any moneys from a Public Authority, in the form of pension, workmen's compensation award, social welfare assistance, grant or other payment in exchange for which service is not rendered, the allowance which may be authorized shall be such sum as will not result in the combined payments exceeding 150 per centum of the allowance which might otherwise be granted under these regulations.

102. No allowance shall be granted—

(*a*) To a person who is already in receipt of a dependent's allowance;

(*b*) To a person, other than a wife, if in the opinion of the Board, responsibility for the welfare might reasonably be presumed to rest on some person other than the officer or man;

(*c*) To a person, other than a wife or child, who has become from any source equal to the combined assignment of pay and the allowance rate applicable, but if the person has an income less than the total of the assignment of pay and the allowance rate, an award, up to the comparative total, may be made;

(*d*) To a person who is maintained in an institution at the expense of a Public Authority;

(*e*) To a wife who is living apart from her husband and he has not contributed, if in a financial position so to do, in the six months preceding appointment or enlistment, an amount equal to or in excess of any assignment of pay which he may authorize to be paid to her in the six months next following the making of a pay assignment in her favour;

(*f*) To a person who is not normally a resident of the British Empire at the time of application;

(*g*) To any person, other than a wife or child, named by the officer or man as a dependent, who did not receive from the applicant in the six months preceding appointment or enlistment, financial assistance equal to any assignment of pay in his favour and any allowance which might otherwise be granted to such person by these regulations; Provided that the Board may grant an allowance to such person if a status of dependency has been created in the period as a result of death or other family misfortune;

(*h*) To any person who, in the opinion of the Board, is morally unworthy to receive it;

(*i*) When the proposed recipient is a paid member of the Defence Forces of Canada, or of a like Force financed by a government of His Majesty;

or

When the applicant is simultaneously in receipt of remuneration in any form from a Public Authority and such remuneration is in excess of the maximum monthly allowance which may be authorized by these regulations, but an allowance to the comparative total may be granted when such remuneration is less.

103. No award shall become operative, in the cases of W.O's, N.C.O's, and men, unless an assignment of not less than fifteen days' pay of rank per month is made by the applicant in favour of the dependent; Provided, when an applicant is divorced and has a wife, child or other person dependent on him, and he is obligated to pay alimony to his divorced wife, the assignment of pay to the extent necessary towards meeting any alimony award shall not be deemed to be a bar to the grant of an allowance to a wife, child or other dependent.

104. Unless application is made for an allowance within sixty days of appointment or enlistment, no arrears of the allowance will be issued for the period prior to the first day of the month in which the application was made: Provided, this shall not apply to awards to wives and legitimate children.

105. When an unmarried officer or man has a dependent receiving an allowance and he makes application for a revision of the allowance on the ground of marriage, any new award shall take effect from the standard date next following that for which an allowance cheque was last issued.

106. The Board may review, rescind or vary any award made by it, and may direct that any award, whether made by it or by other authority, be suspended while an investigation is made or the award reconsidered.

Payment of Allowances

107. It shall be a duty of the Comptroller of the Treasury to maintain financial accounts in such form as will control the payment of allowances and provide the Board with such financial information as it may require.

108. The payment of allowances shall be made monthly in arrears, and on such standard date as the Board may from time to time direct.

109. No dependents allowance may be paid for a period prior to appointment or enlistment: Provided, until the Board otherwise directs, and, in the case of W.O's, N.C.O's or men, upon the applicant making an assignment of not less than fifteen days' pay of rank per month, on receipt of notice from the competent military authority that the officer or man has petitioned for a dependents allowance and, in the case of W.O's, N.C.O's and men, has authorized the necessary assignment of pay, the Comptroller of the Treasury may pay the equivalent of an allowance permissive to be awarded by the Board to the wife and legitimate children. The Comptroller shall cease making payment to any such dependent—

(*a*) On instructions of the Board, or

(*b*) After an examination of the registries which should contain a record of the marriage, or by other inquiries, he is unable to satisfy himself that it may reasonably be presumed that a marriage has been solemnized between the applicant and the recipient of the allowance.

110. All allowances included in an award shall be paid to the principal dependent; Provided that the Board may authorize one or more cheques to be issued when of the opinion that is in the public interest.

111. When the officer or man is the only living parent, or where his child is in his sole custody, he may designate a person to whom the allowance for the child may be paid. If an applicant fails so to do, then the Board may designate a person to receive the dependent's allowance for the benefit of such child, or it may direct the moneys be paid to the local official guardian of infants' estates.

112. An allowance shall be ordered suspended by the Board when—

(*a*) A dependent female, other than the wife, marries;

(*b*) A dependent becomes eligible, by a change of status, to be considered as a dependent of another member of His Majesty's Forces;

(*c*) A dependent is maintained in an institution at the expense of a Public Authority;

(*d*) A dependent ceases, for any reason, to be a family responsibility of the original applicant;

(*e*) A dependent neglects or abandons the domestic responsibilities, in consideration of which an allowance was awarded;

(*f*) A dependent is, in the opinion of the Board, morally unworthy of public assistance by means of an allowance;

(*g*) The pay of the officer or man is stopped or forfeited on account of absence in excess of twenty-one days.

And the Board shall forthwith reconsider the award and may make such new award as may be necessary and determine the effective date of the suspension of the allowance.

113. An allowance shall cease at the end of the month in which notification is given to the Comptroller of the Treasury that—

(*a*) The officer or man in whose interest the allowance was paid is retired or is honourably discharged, or that he has died; or

(*b*) The dependent has died or otherwise ceased to be eligible to receive an allowance.

Provided that if a dependent is eligible to be considered for a pension as a consequence of the death of an officer or man, the Board may authorize an allowance to be continued until a pension is awarded, and any allowance payments made subsequent to the death of the officer or man may be recovered out of a retroactive award of pension.

Provided, further, that when an officer is cashiered or is dismissed from the service or when a man is discharged with ignominy, the allowance shall cease as soon after the date of the promulgation of the sentence as notice is received by the Comptroller of the Treasury, and a recovery shall be made from such pay credits, if any, as remain unpaid, and such recovery shall be for the period from the date of the promulgation of the sentence.

114. When an officer or man is reported "Missing" or a "Prisoner of War", until otherwise directed by the Board, any allowance granted on behalf of such person may continue in effect.

General

115. (1) The Comptroller of the Treasury shall every six months, or more frequently in his discretion, mail by registered post a form of statutory declaration to be completed by adult recipients of dependent's allowances. If this declaration is not completed and returned within sixty days from the day of mailing, payment of the allowance shall be suspended until the declaration is completed and delivered, and it is established that the dependent continues to be eligible to receive an allowance: Provided, this direction shall not be construed as relieving the Board from the duty of satisfying itself that allowances are being paid only to those persons eligible to receive them, or as giving to the Comptroller any power to vary an award of the Board.

(2) The text of the declaration shall be such as will disclose if any material change in status has taken place since the allowance award was made, and if any such change has occurred, the Comptroller shall forthwith report to the Board, which shall forthwith make an inquiry, and it shall amend or revoke the award as the circumstance may necessitate.

116. It is a duty of the Board to investigate from time to time all allowance awards, and to satisfy itself that the recipients continue to be eligible to receive the benefits of these regulations; and, for this purpose, the Board may require any official of the Government of Canada to assist by providing whatever information he may be able to provide or secure. The military authorities are responsible for furnishing such notices from the records of the military forces as may be necessary to apply and enforce the terms of these dependents allowance regulations.

117. The Board may take under consideration a petition from an unmarried applicant, or from the woman concerned, for the grant of an allowance to the woman when it is alleged: (*a*) That although they are not legally married they had lived for at least one year prior to the applicant's enlistment in domestic relations and the woman has been publicly represented as the wife of the applicant, (*b*) That she has been regularly supported on a bona fide domestic basis during the period by the officer or man, and (*c*) That the woman is not commonly regarded as a loose character. The Board shall make a thorough investigation, and if it decides that the woman is worthy of an allowance it may authorize an allowance for such amount as it deems reasonable, but not exceeding the rate authorized for a wife under article 101 (a). Such award may take effect from the effective date of the assignment of fifteen days' pay per month to the woman, or from such later date as the Board may decide.

118. No allowance may be assigned, charged, attached, anticipated, commuted or given as security, and the Board may, in its discretion, refuse to recognize any power of attorney granted by a dependent with reference to the payment of an allowance.

119. Notwithstanding any provision of these regulations, whenever the Board is of the opinion that a state of dependency exists, and that the granting of an allowance is in the public interest, but the board lacks authority to make an award, it may make a recommendation to the Treasury Board, and if that body concurs, the matter shall be decided by the Governor in Council, but no such grant by the Governor in Council shall be construed as broadening the terms of these regulations.

120. In the event of any award being made as a result of any misrepresentation, it shall be vacated, and if there has been wilful misrepresentation or fraud by an applicant, recoveries of any amounts improperly paid under the award shall be made by the Comptroller of the Treasury, either forthwith or by instalments from any moneys which are or may be payable to the applicant or the dependent by the Government of Canada; Provided that the vacating of an award shall not be a bar to the Board making a new award with respect to a dependent if the dependent has not been guilty of wilful misrepresentation.

121.

122.

PART VIII

STAFF AND SPECIAL RATES OF PAY

(Articles 123-128)

123. Grading for Pay.
124. Classification of Rates.
125. Classification of Appointments.
126. Officers holding appointments not classified.
127.
128.

PART VIII

STAFF AND SPECIAL RATES OF PAY

Grading for Pay

123. An officer appointed to a staff or administrative appointment in the Canadian Field Force shall be entitled to the rate of pay as set out in the undermentioned classifications for his appointment.

Classification of Rates

124.

	Rates per Diem
Class 1	$ 24 00
Class 2	20 00
Class 3	17 00
Class 4	16 00
Class 5	13 00
Class 6	12 00
Class 7	10 00
Class 8	9 00
Class 9	8 00
Class 10	7 50
Class 11	6 00

Classification of Appointments

125.

Class 1:

Class 2:

Class 3: Brigadier, G.S.
D.A. & Q.M.G.

Class 4: Commander, Div. Arty.
Commander, Corps Arty.
Commander, Corps Med. Arty.
Commander, Cav. Bde.
Commander, Inf. Bde.
C.E., Corps.
D.D.M.S.
A.D.S.T.

Class 5: G.S.O. (1).
A.A. & Q.M.G.
A.Q.M.G.
A.D.M.S.
C.S.O.

Class 6: C.R.C.E. (Div.).
C.R.C.E. (Corps Tps.).
Commandant, Concentration Camp (1st Class).
A.D.V.S.
A.D.O.S.
O.C., Div. Sigs.
Senior O.M.E.

Class 7: G.S.O. (2).
D.A.A.G.
D.A.Q.M.G.
D.A.D.M.S.
D.A.D. Hygiene.
Bde. Major.
D.A. Chaplain-General.
Commandant, Concentration Camp (2nd Class).

Class 8: D.A.D.S.T.
D.A.D.O.S.
D.A.D. Postal Services.
A.P.M.
S.O., R.C.E.
Asst. to C.S.O.
A.D. Surveys.

Class 9: G.S.O. (3).
D.A.P.M.
Staff Captain.
Captain R.C.E. (Under C.E. at Corps Hdqrs.).

Class 10: Int. Officer
Cypher Officer } 1st Class.

Class 11: A.D.C.
Staff Lieut.
Camp Commandant.
Int. Officer
Cypher Officer } 2nd Class.

Officers holding appointments not classified

126. An officer holding a staff or administrative appointment for which a special rate of pay is not provided under the preceding articles may, if the Minister sees fit, be granted one of the special rates of pay embodied in the foregoing classification as the Minister may determine.

127.

128.

PART IX

REGIMENTAL RATES OF PAY AND ALLOWANCES—ALL ARMS (OFFICERS)

(Articles 129-143)

129. Rates of Pay—Officers.
130. Conditions for Rank, etc., Governing Pay—Officers.
131. Paymasters and Quartermasters.
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PART IX

REGIMENTAL RATES OF PAY AND ALLOWANCES—ALL ARMS OFFICERS

Rates of Pay

129. The following daily rates of pay are hereby authorized for all officers entitled to regimental rates of pay, with the exception of professionally qualified officers in the C.A.M.C. and the C.A.D.C., who are paid under the provisions of Article 133:—

Colonel	$10.50
Lieutenant-Colonel	10.00
Major	7.75
Captain	6.50
Lieutenant	5.00

Conditions for Rank, etc., Governing Pay

130. (1) An officer is entitled to be paid in accordance with the rank or appointment which has been conferred upon him in the Force subject to certain limitations and regulations hereinafter prescribed. The rank or appointment which he holds in the Active Militia shall not govern the pay and allowances an officer is entitled to in the Canadian Field Force, except in the case of an officer of the Permanent Active Militia who may elect to receive pay under the provisions of Article 177.

(2) "Brevet rank" which has been granted to an officer does not entitle him to pay or allowances in excess of that authorized for temporary substantive or acting rank in the Force.

(3) "Temporary Substantive Rank" of an officer in these regulations means his confirmed rank in the Force, all ranks therein being temporary.

(4) "Acting Rank" of an officer means the higher rank in the Force which may be granted to an officer of a lower temporary substantive rank therein, while performing the duties of a higher rank or appointment (*See* Article 132).

(5) "Honorary Rank" does not confer any right to pay or allowances, except that chaplains will be entitled to the pay of the honorary rank granted. In any other case, if an individual is granted honorary rank pay and allowances will not be issued for the relative rank if the appointment is gazetted or authorized by the Minister "without pay and allowances."

Paymasters and Quartermasters

131. (1) An officer appointed as paymaster or quartermaster will be paid the rates of pay and allowances provided for his rank, but subject to the condition that in no case shall a paymaster or quartermaster receive a higher rate of pay than that of a captain.

(2) In the case of dependents allowance and other allowances, an officer appointed as paymaster or quartermaster may draw the rate prescribed for the rank which he holds in the Force.

Acting Rank

132. (1) An officer on regimental rates of pay and allowances who may be granted acting rank shall be entitled to the pay and allowances of such rank until the date the acting rank is relinquished.

(2) In the case of an officer who has been granted acting rank while specially employed, such acting rank will be relinquished when the officer ceases to fill the appointment for which such acting rank was granted.

Medical and Dental Officers

133. (1) The following rates of pay are hereby authorized for professionally qualified officers of the Canadian Army Medical Corps and Canadian Army Dental Corps:—

	per diem
Colonel	$12.50
Lieut.-Colonel	11.00
Major	9.25
Captain	7.50
Lieutenant	5.00

(2) In addition to the foregoing rates of pay, officers of the C.A.M.C. and C.A.D.C. will receive allowances at the same rates as officers of other arms of the service, and the officer in command of any hospital or institution in which the total personnel, including patients, under his command number five hundred or over, or if the hospital is equipped with five hundred beds or over, shall receive command pay of $1 per diem.

Nursing Service C.A.M.C.—Rates of Pay

134. Members of the nursing service will be entitled to pay and allowances as follows:—

Matron-in-Chief—relative rank of major, with pay and allowances of that rank.

The Assistant to the Matron-in-Chief—will hold the appointment of matron and will be granted the relative rank of captain, with pay and allowances of that rank.

Matron—relative rank of captain, with pay and allowances of that rank.

Nursing Sister—relative rank of lieutenant, with pay and allowances of that rank.

Nursing Sister—holding the acting appointment of matron or assistant matron will be granted the relative rank of captain with pay and allowances of that rank whilst so employed.

Additional Pay

135. (1) In addition to regimental rates of pay, the officer in actual command of a regiment of Cavalry or Artillery, a battalion of Infantry, or other bodies of troops numbering 500 or over, shall receive command pay at the rate of $1 per diem, subject to the conditions prescribed herein. In the case of hospitals, the officer commanding will be entitled to command pay if the total personnel, including patients, under his command number 500 or over, or if the hospital is equipped with 500 beds or over.

(2) The definition of strength of 500 or over governing the issue of command pay means the actual strength of the unit as shown by the daily parade states and includes all personnel attached to the unit for duty and discipline.

(3) In the case of depots, etc., with a normal strength under 500, command pay may be issued, on the recommendation of the district officer commanding, to such commanding officers as headquarters may consider proper, having regard to their duties and responsibilities and the number of men under their command.

(4) Officers commanding units, as referred to in paragraph (1) of this article, whose strength is normally above 500, may continue in receipt of command pay notwithstanding the strength of their units may decrease temporarily to less than 500 all ranks.

If, however, the average daily strength of any such unit is less than 500 for a period of two months, command pay will not be continued without special authority of headquarters, and the officer commanding such unit is responsible for notifying headquarters, through the regular channels. when these conditions arise.

(5) In the case of depots, etc., as referred to in paragraph (3) of this article, the continuation of command pay is at all times in the discretion of headquarters, and the district officer commanding in which such formation, etc., is located shall be responsible for bringing to the attention of headquarters any changed circumstances which might justify the discontinuance of command pay in such instances.

(6) An officer of the Permanent Force, if eligible for command pay as set out in this article, may either continue in receipt of his Permanent Force rates of pay and allowances without command pay, or may receive the pay and allowances of his rank in the C.A.S.F. with command pay.

(7) Officers in receipt of special rates of pay are not entitled to command pay.

(8) An officer authorized to draw command pay shall be entitled to continue in receipt of such pay for a period of thirty days while absent from his unit on account of duty, sickness, or leave. At the expiration of thirty days, he will cease to draw command pay, and the officer who is performing the duties of the officer commanding shall be entitled to receive such additional pay for the thirty-first and subsequent days of the commanding officer's absence. If the officer commanding vacates his appointment, command pay will be issued to the officer placed in command temporarily, from the date of assuming command and so long as the appointment is vacant.

Claims for Command Pay

136. (1) Notification in district orders of appointments or changes in commanding officers will be sufficient authority to credit the accounts of the officers concerned with command pay, subject to the provisions of paragraph (2) below.

(2) Officers commanding hospitals or casualty clearing stations whose establishments provide for less than 500 beds will not be credited automatically with command pay through their pay accounts, but must submit claims monthly in arrear, on M.F.D.840, such claims to show the average daily strength of the personnel, including patients but excluding out-patients.

Claims will be paid on the average daily strength and not on the daily strength; For example—If the actual daily strength for the unit for the month is less than 500 a day, command pay will not be issuable for any period of the month when the daily strength may have been in excess of 500.

Adjutant's Pay

137. (1) An officer appointed as adjutant within the establishment of a unit will be entitled to 50 cents per diem in addition to pay of rank, but this does not apply to an assistant adjutant, or to an acting adjutant unless specially authorized under paragraph (2).

(2) In the case of units whose establishments do not provide for an adjutant, the additional pay will only be granted to the officer performing the duties of adjutant in such units as may be authorized by the adjutant-general, in consideration of the duties and responsibilities involved.

(3) In the case of units allowed an adjutant by establishment, the authority for crediting the officer concerned with additional pay through his pay account will be the publication of his appointment in district orders.

Adjutants not authorized by establishments will not be credited automatically with the extra pay, but claims, quoting the special covering authority, must be put forward monthly, on M.F.D. 840, through the officer commanding, to the district paymaster.

(4) An officer in receipt of Permanent Force rates of pay, if eligible for adjutant's pay as above, may either continue in receipt of his Permanent Force rates of pay and allowances without adjutant's pay, or may receive the rates of pay and allowances of his rank in the C.A.S.F. with adjutant's pay.

(5) An officer authorized to draw adjutant's pay shall be entitled to continue in receipt of such pay for thirty days, under the conditions specified in article 141, and the officer performing his duties shall be entitled to adjutant's pay for the 31st and subsequent days during which he performs the duties.

Instructional Pay—Rates Authorized

138. (1) An officer serving as an instructor at a duly authorized military school may receive instructional pay at the rate of 50 cents per diem, in addition to regimental rates of pay and allowances, when authorized by the Minister.

(2) In the case of an officer serving as commandant or chief instructor of a duly authorized military school, he may be graded for pay under article 126.

Instructional Pay—Conditions

139. The following instructions will be carried out in regard to the payment of additional pay to officers employed on instructional duties:—

(1) All schools for which establishments have been approved by the Minister are to be considered as duly authorized military schools within the meaning of these regulations.

(2) If instructors are authorized by establishment, as referred to in paragraph (1), the chief of the general staff is authorized to state, without further reference to the Minister, whether such appointments will carry instructional pay, and if so, the extra pay may be credited by regimental paymasters at the prescribed rates to the officers concerned, when their names and appointments are published in district orders.

(3) If officers are appointed instructors at schools for which establishments have not been approved, recommendations may be put forward through the regular channels to headquarters, for consideration by the Minister as to whether extra pay can be granted.

(4) When an officer ceases to perform instructional duties, relinquishment of appointment will be promulgated through district orders.

(5) Instructional pay in the case of officers holding appointments at schools for which establishments have been authorized will be credited automatically in the pay account of the officer concerned. In the cases of officers appointed instructors at schools for which establishments have not been approved, and in which authority

has been granted for the payment of the extra pay, claims will be made monthly in arrear, on M.F.D. 840, by the officer concerned, quoting authority for the appointment, certified by the commandant of the school and approved for payment by the district officer commanding.

In these latter cases, the authority of the Minister must first be obtained as required by paragraph (3), before extra pay can be granted for the appointment, but this authority having been obtained, it will not be necessary to refer the monthly claims to him for approval.

Additional Pay—Officers Extra-Regimentally Employed

140. (1) Officers extra-regimentally employed with headquarters of formations may receive additional pay of 50 cents per diem provided—

(*a*) Such employment has been approved by the Minister, as promulgated by headquarters;

(*b*) The names of officers so employed and particulars of appointments are published in orders;

(*c*) That officers so employed are not in receipt of—
  (i) Special rates of pay.
  (ii) Instructional pay.

(2) Claims are to be submitted monthly, in arrear, on M.F.D. 840, through the headquarters of the formation concerned, and duly certified that the above provisions have been complied with.

General Conditions of Extra Pay

141. (1) An officer is not entitled to draw two rates of extra pay, notwithstanding that he may be performing extra duties for which extra pay is otherwise authorized.

(2) An officer in receipt of extra pay such as command pay, adjutant's pay, instructional pay or additional pay while extra-regimentally employed, if absent from his unit on duty, on leave, or by reason of wounds, injury or sicknes (other than venereal disease, alcoholism or an offence under the Army Act) may continue to receive such extra pay for a period of thirty days while so absent from his unit. At the expiration of thirty days, if the officer has not returned to his unit and taken up the same duties as those for which the extra pay was granted, such pay will cease. In no case will extra pay be granted to an officer after thirty days' absence from his unit.

142.

143.

PART X

PAY OF WARRANT OFFICERS, NON-COMMISSIONED OFFICERS AND MEN

(Articles 144-176)

144. Regimental Rates of Pay.
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PART X

PAY OF WARRANT OFFICERS, NON-COMMISSIONED OFFICERS AND MEN

Regimental Rates of Pay

144. The following daily rates of pay are authorized for warrant officers, non-commissioned officers and men of the Force:

Regimental Sergeant-Major	$4 20
All other warrant officers Class 1	3 90
Regimental Quartermaster-Sergeant Staff Quartermaster-Sergeant Quartermaster-Sergeant	3 10
Squadron, Battery or Company Sergeant-Major	3 00
Squadron, Battery or Company Quartermaster-Sergeant Staff-Sergeant	2 50
Sergeant	2 20
Lance-Sergeant	1 90
Corporal or Bombardier	1 70
Lance-Corporal or Lance-Bombardier	1 50
Trooper, Gunner, Driver, Sapper, Private, Trumpeter, Bugler or Drummer	1 30

Definition of Pay

145. In connection with penal deductions and forfeitures, the terms "Pay" or "Ordinary Pay" include all pay, additional pay and technical pay, and the term "Allowances" means all allowances except dependents allowance.

Technical Pay

146. (1) In addition to pay of rank, soldiers employed as tradesmen, in capacities and under such limitations and conditions as are authorized by the Minister, shall, if qualified and approved by the officer commanding the unit to which they belong, be entitled to receive technical pay at the following rates:—

	Per diem.
1st class	$1 25
2nd "	1 00
3rd "	75
4th "	50
5th "	25

(2) The numbers drawing technical pay shall not exceed the numbers shown in the establishments for the various capacities for which such pay is authorized, and unless there are exceptional circumstances for granting the higher rates by reason of the special duties on which personnel are employed, soldiers of the rank of Corporal and below will not draw a higher rate than 3rd class.

(3) Personnel of the Permanent Force in receipt of Permanent Force rates of pay are not eligible for technical pay.

Conditions Governing Technical Pay

147. (1) Technical pay as authorized by article 146 shall be paid only for days actually employed (also for Sundays, whether or not the soldier is employed at his trade), except that such pay shall be continued for a period of thirty days when a soldier is absent from his duties on leave, or on account of wounds, injury or sickness (not caused by venereal disease, alcoholism, or an offence under the Army Act).

(2) Cessation of duty for which technical pay is authorized, reduction in rates, and any other changes affecting the employment of a soldier entitled to technical pay, will be promulgated in Part II Orders immediately after the effective date.

In the case of a soldier ceasing to be entitled to technical pay, before it can again be credited to him the date of resuming employment will be published in the Part II Orders of his unit.

(3) Technical Pay shall not be granted until the efficiency of the soldier in his employment has been established to the satisfaction of the commanding officer of his unit, and then only from the date specified in Part II Orders of his unit.

(4) If a soldier who is in receipt of technical pay misconducts himself or is negligent or inefficient in the performance of his duties, the commanding officer of his unit may reduce the rate or cancel it.

(5) A soldier transferred from one unit to another shall cease to draw technical pay from the date of such transfer, but such technical pay may be continued in the taking-on unit if it is authorized in that unit, provided the soldier is employed in a capacity for which technical pay is authorized and is otherwise entitled thereto.

REGULATIONS GOVERNING DEDUCTIONS FROM PAY

Forfeiture of Pay, Authority for

148. (1) The pay of warrant officers, non-commissioned officers and men shall be subject to the deductions and stoppages specified in these regulations, and to such other deductions and stoppages as may be ordered by court martial or by competent authority under the Army Act and the Militia Act.

(2) Any deductions of pay and allowances hereby authorized may be remitted in such manner and by such authority as may be provided from time to time by the Minister. In very special circumstances, the Minister may order the issue of pay to a soldier convicted by the civil power for the period during which the soldier was in confinement awaiting trial or under sentence. Any such issue of pay shall be subject to deductions on account of any cost for subsistence in civil prison.

(3) Any sum hereby authorized to be deducted from the ordinary pay and allowances of a soldier may, without prejudice to any other mode of recovering the same, be deducted from the ordinary pay and allowances, or from any other sums due to such soldier in such manner, and when deducted or recovered may be appropriated in such manner as may be from time to time directed by the Minister.

(4) The Royal Warrant for Pay of the Army (British) does not apply to the Force, and should not be quoted in Part II Orders and other documents as the authority for forfeitures of pay. The authority for such forfeitures is these regulations and the correct reference to be made in Part II Orders, etc., is "Financial Regulations, C.A.S.F."

Forfeiture of Pay—Regulations

149. (1) A soldier shall forfeit his pay and allowances as defined in article **145**:

(*a*) For every day of absence, either on desertion or without leave, or as a prisoner of war, where a court of inquiry decides that he was taken prisoner through his own neglect or misconduct.

(*b*) For every day in custody while under sentence of imprisonment, detention or field punishment, awarded by a civil court or court martial, or by his commanding officer, or, if he is on board one of His Majesty's ships, by the commanding officer of that ship.

(*c*) For every day in custody under close arrest (including time spent in hospital) or of confinement in a civil prison or police cell:

(i) On a charge for an offence of which he is afterwards convicted by a court martial or by a civil court, except when it has been ruled by competent authority that no entry of such conviction by the civil court shall be made in the regimental conduct book.

(ii) On a charge of absence without leave for which he is afterwards awarded detention or field punishment by his commanding officer.

(iii) In consequence of his having confessed to having been guilty of desertion or fraudulent enlistment, if the forfeiture during the period of such confinement has been ordered by the competent military authority.

(*d*) For every day on which he is in hospital on account of sickness certified by the proper medical officer attending on him at the hospital to have been caused by an offence against military law committed by him.

(*e*) For any period whilst on active service during which forfeiture of pay has been awarded by a court martial or by his commanding officer, under sections 44 and 46 respectively of the Army Act.

(2) Provided that where a soldier who is sentenced or ordered in respect of an offence on active service to forfeit all ordinary pay is liable to any other penal deductions from pay, the sentence or order shall apply only to so much of his ordinary pay and allowances as remains after those other deductions have been made.

150. A soldier shall be regarded as absent, in custody, in close arrest or in confinement, or in hospital, for one day within the meaning of article 149—

(*a*) When he has been absent without leave, or in custody, in close arrest or in confinement, or in hospital, for six consecutive hours, whether wholly in one day or partly in one day and partly in another; or

(*b*) When, owing to his absence without leave, or to his being in custody, in close arrest or in confinement or in hospital, he has been prevented from performing some military duty which was thereby thrown on some other person.

151. If a soldier has been absent, or in custody, in close arrest, or in confinement, or in hospital, for one day, as defined in Article 150, and remains absent or in custody, etc., he shall be regarded as absent or in custody, in close arrest or in confinement or in hospital, for one day for

every period of twenty-four hours or part of such period, reckoned as from the time the absence, custody, etc., commenced, provided that no period of twenty-four hours shall be reckoned as more than one day.

152.

Instructions Regarding Forfeiture of Pay

153. Articles 149 to 152 contain the regulations regarding forfeitures of pay, and in applying these rules the following notes are published for the guidance of officers:—

(*a*) Provided the absence is proved, no discretion is given to the commanding officer whether or not to enforce the forfeiture of pay for absence, etc. Forfeiture of pay is automatic, and in such cases the commanding officer merely informs the soldier of the number of days' pay he forfeits.

(*b*) In the case of absence without leave, etc., the man must be absent, etc., for six consecutive hours to forfeit one day's pay, unless one condition is fulfilled, i.e. The absentee was prevented from fulfilling a military duty which had to be performed by someone else.

In the latter case, period of absence makes no difference, however short it may be, but it is important to remember that the two conditions must exist, viz: That the duty which the soldier missed was performed, and secondly, that it had to be carried out by another man. The duty must, therefore, be a guard, picket, fatigue, special duty, etc., and not an ordinary parade where no duty was thrown on another man.

(*c*) Except as stated in the latter part of sub-paragraph (*b*), six clear hours must therefore elapse, but it is immaterial whether they are in one day or partly in one day and partly in another, provided, however, that no period of less than twenty-four hours shall be reckoned as more than one day.

154. In regard to Article 149, sub-para, (*c*) (i) and (ii), forfeiture of pay while in custody awaiting trial by court martial, pay is forfeited each day if the man is convicted, also if sentenced to detention or field punishment by his commanding officer for absence without leave.

155. With reference to sub-paragraph (*d*) of Article 149, the only cases of this nature which are likely to occur are cases of self-inflicted wounds. It will be noted, however, that this deduction is only authorized when sickness has been caused by an offence of which the soldier has been found guilty, and, therefore, does not extend to sickness caused by immorality or intemperance when there is no conviction (either by a court martial or under the award of a commanding officer) for an offence by which the sickness was caused (See Note 10, page 549, Manual of Military Law).

156. (1) In regard to sub-paragraph (*e*), Article 149, it is important to note that under the Army Act, Section 46, sub-clause 2 (*d*), the total forfeiture of pay cannot exceed 28 days, whether field punishment is awarded or not. Thus, if the commanding officer desires to award 14 days' field punishment with a total stoppage of 21 days' pay, the sentence must read accordingly; this would not be obtained if the sentence read 14 days' field punishment and 7 days' forfeiture of pay, as in this

case the latter portion of sentence would have no effect, as the 7 days would commence from the date of sentence, and would, therefore, be concurrent with the 14 days' field punishment.

(2) Under paragraph (2) Article 149, any forfeiture ordered under section 44 (6) or 46 (2) (*d*), Army Act, will only take effect on the balance of the soldier's pay which remains after providing for any other penal deductions to which he may be liable at the time.

157. The above instructions, Articles 153 to 156, also apply to a warrant officer or non-commissioned officer of any rank, but in all cases involving forfeitures of pay a soldier has the right to elect to be tried by a district court martial. (Army Act, section 46 (8).)

Forfeitures for Losses, Damages, Etc.

158. (1) A soldier is liable to stoppages of pay for the sum required to make good such compensation for any expenses, loss, damage or destruction occasioned by the commission of any offence as may be awarded by the court martial by which he is convicted of such offence, or by the authority dealing summarily with the charge under section 47 of the Army Act, or, if he is on board one of His Majesty's ships, by the commanding officer of that ship, or where he has confessed the offence and his trial is dispensed with by order under section 73 of the Army Act, as may be awarded by that order or by any other order of a competent military authority under that section.

(2) Further, the soldier is liable to stoppage of pay for the sum required to make good such compensation for any expenses caused by him, or for any loss of, or damage, or destruction done by him to any arms, ammunition, equipment, clothing, instruments or regimental necessaries, or military decoration, or to any buildings or property, as may be awarded by his commanding officer, or by the authority dealing summarily with the charge under section 47 of the Army Act, or in case he requires to be tried by a court martial, by that court martial, or if he is on board one of His Majesty's ships, by the commanding officer of that ship.

(3) Provided that—

(*a*) The total amount of deductions from the ordinary pay due to a soldier in respect to the sums required to pay such compensation, fine, or sum awarded or ordered to be paid as aforesaid, shall not exceed such sum as will leave to the soldier, after paying for his messing and washing, less than 25 cents a day; and

(*b*) A person shall not be subjected in respect of any compensation, fine, or sum awarded or ordered to be paid as aforesaid, to any deductions greater than is sufficient to make good the expenses, loss, damage or destruction for which such compensation is awarded, or to pay the said sum.

Fines and Forfeitures

159. (1) In addition to the forfeitures of pay and other deductions authorized in these regulations, the following penal deductions may also be made from the pay of a soldier:—

(*a*) The sum required to pay any fine awarded by a court martial or his commanding officer, or any fine, penalty, damages, compensation, or cost which a civil court before which he has been charged with an offence has ordered him to pay.

(*b*) The sum required to pay any sum which the Minister or any officer deputed by him for that purpose, has ordered the soldier to pay, as hereafter mentioned for the maintenance of his wife or child, or of any bastard child, or towards the cost of any relief given by way of loan to his wife or child (See article 174).

(2) The above regulations are also subject to the provision contained in paragraph (3), article 158.

160. With reference to sub-paragraph (*a*), article 159 (1), this enables an officer to pay a fine imposed on a soldier in a civil court and to recover that amount from his pay, thereby preventing the man from being imprisoned for non-payment of the fine. As regards other fines, it is to be noted that the only fine which can be awarded by a court martial or by a commanding officer is for drunkenness and such fines must be in accordance with the scale prescribed in article 161.

Fines for Drunkenness

161. (1) Having reference to section 19 of the Army Act, the fine thereby authorized shall be any sum not exceeding sixteen dollars, instead of "not exceeding five pounds" as therein mentioned.

(2) When exercising the powers laid down in section 46 of the Army Act, the commanding officer may, in the case of an offence of drunkenness, order the offender to pay a fine not exceeding sixteen dollars, either in addition to or without other punishment, and the amount of the fine in each case shall be according to the following scale:—

(*a*) For the first offence of drunkenness during a soldier's service, there shall be no fine.

(*b*) For the second offence, the fine shall be $5.

(*c*) For the third and every subsequent offence, the fine shall be $10, but if the third or any subsequent offence occurs within six months of the last preceding offence the fine shall be $15, and if within three months, $16. Time during which a soldier is absent from duty by reason of imprisonment, detention, or absence without leave, is not to be reckoned in the above periods.

(*d*) A soldier shall not be fined for drunkenness when unpaid fines amount to $30.

162. Fines which cannot be recovered from a soldier's pay are not to be recovered from any other source while he remains in military service. Subject to this regulation, the daily deduction on account of a fine, or fines, recorded against a soldier will be limited only by the provision that they shall not exceed such sum as shall leave to the soldier, after paying for personal charges such as messing, washing, haircutting, etc., less than the sum of 25 cents per day.

NOTE: All fines charged against soldiers of the Force are to be recovered from their pay account as credits to the public, and in no case shall such fines be paid over to any regimental fund or institute.

Public Stoppages

163.(1) The full amount of any stoppage due to public funds to which a soldier becomes liable, either under regulations, sentence of court martial, or by order of his commanding officer, will be charged against him immediately such stoppage is communicated to the paymaster.

(2) When an entry is made in Part II Orders of a unit, carrying forfeiture of pay which runs concurrently with some previous award carrying forfeiture of pay, attention must be called to the previous award so as to make clear the number of days during which the two awards run concurrently.

In such cases, therefore, the following should be added to the usual entry:—

Concurrent with.. .. ..
Awarded.. .. ..*D.O. No*... ..d/.. .. ..

Restriction of Cash Payments

164. (1) In the event of a man being brought into debt on account of stoppages due to public funds, all issues of cash are stopped until the account again shows a credit, with the exception that, after making allowance for payment of any personal charges such as messing, washing, haircutting, etc., there shall be paid to the soldier not less than 25 cents a day.

(2) Soldiers while in custody awaiting trial, or while undergoing detention or field punishment, may be issued with pay at the rate of 25 cents per diem, to enable them to meet necessary expenditure for personal requirements. Such issues will not be remitted from any pay and allowances forfeited under the regulations, but will be issued as an advance and charged to the soldier's account.

Prisoners of War

165. (1) In accordance with article 149 (1) (*a*), pay may be forfeited by a soldier for every day of absence as a prisoner of war, but it shall not be forfeited unless a court of inquiry decides that the soldier was taken a prisoner through his own neglect or misconduct.

(2) As a rule, courts of inquiry will not be held on escaped or repatriated prisoners of war, and accordingly their pay will not be withheld unless special instructions are issued to this effect by headquarters to the chief paymaster.

(3) If a court of inquiry is held, and it is decided that the soldier was taken prisoner through his own neglect or misconduct, he will forfeit any balance of pay unissued for the period of his captivity at the date he rejoined.

(4) When a soldier becomes a prisoner of war, his account will continue to be credited with pay, but not technical pay, and assignments of pay and dependents allowance will continue to be issued for such soldier, and he may at any time make a new assignment or change his assignment while a prisoner, subject to the regulations governing assignments to dependents who are receiving dependents allowance.

Suspended Sentences

166. In the case of soldiers dealt with under the Army (Suspension of Sentences) Act, pay will only be forfeited while the man is in custody and if the sentence is suspended, he will forfeit pay for the day of his release from custody and during the period his sentence is suspended he

will be entitled to pay as usual so long as he is not again placed in custody or confinement, either under the original sentence or for another offence.

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Deserters and Absentees Without Leave

170. (1) When a soldier is struck off the strength for desertion, the following procedure will be carried out:—

(*a*) He is to be struck off the strength of his unit in Part II Orders as on the date upon which the declaration of the court of inquiry is recorded, in accordance with K.R.Can., the hour and date when he first went absent being also shown in Part II Orders.

(*b*) His pay account will be balanced up to date, inclusive, on which he was so struck off the strength. Between the date of the soldier's absence and the date he is struck off strength, both dates inclusive, pay will be forfeited under article 149 for absence without leave.

(*c*) His pay account will not be charged with the value of any deficiencies of clothing and equipment, etc., as may be assessed by the declaration of the court of inquiry, but in the event of the soldier rejoining, the amount will then be recovered in accordance with paragraph 2 (*d*).

(*d*) His net debit or credit balance will be transferred to a non-effective account, and such balance may be applied in payment of any public claim, etc., due from the soldier under article 84.

(*e*) His documents are forwarded to the officer i/c records.

(2) When an absentee or deserter is apprehended or surrenders

(*a*) He is taken on the strength in Part II Orders as on the date he was apprehended or surrendered, and shown as rationed from the date he rejoins his unit. Forfeiture of pay from date he is taken on strength is governed by article 149.

(*b*) His documents are obtained from the officer i/c records.

(*c*) If he is deficient of any articles of his clothing and equipment, etc., he should, besides being charged with absence without leave or desertion, as the facts warrant, be charged with making away with, or losing same by neglect, as the case may be, under section 24, Army Act. (See also article 173.)

(*d*) If a soldier is found guilty of the charge by his commanding officer, or by court martial, he will, besides being punished for the offence, be sentenced to be placed under stoppage of pay for all arms, ammunition, equipment, instruments, clothing or regimental necessaries of which he is deficient.

If a soldier confesses the desertion and an order dispensing with his trial by court martial is made by the competent military authority, under the Army Act, section 73, his commanding officer, on ascertaining under the order the sum sufficient to make good the value of the articles of which the soldier is deficient, will obtain the necessary evidence on the subject, having regard to the provisions of Article 58 (1).

Balances of Recovered Deserters and Men Fraudulently Enlisted

171. (1) When a soldier rejoins from desertion, or is discovered to have fraudulently enlisted, any debtor balance shown to have been incurred prior to his desertion or fraudulent enlistment will, if he rejoins from desertion, or is discovered to have fraudulently enlisted, within three years of the date of the offence, be charged against him in his pay account and credited to public funds.

(2) If the soldier shall rejoin for duty, or be recovered to the service within one year from the date of desertion, or in the event of his having fraudulently enlisted, if such fraudulent enlistment has been discovered within that period, any credit balance remaining after settlement of any claims due to the public may be repaid to the man himself on obtaining the necessary authority from the chief paymaster.

(3) In applying for authority to refund credit balances, the following information is to be given:—

(*a*) Date man deserted or fraudulently enlisted;
(*b*) In what unit the man was serving at time of desertion or fraudulent enlistment;
(*c*) Date man was apprehended or surrendered himself, or confessed to fraudulent enlistment;
(*d*) What debts, if any, are due by the man to the public, his unit, or other regimental account;
(*e*) In what account the credit balance in question was credited to the public and the amount of such balance;
(*f*) Particulars of the sentence published in Part II Orders.

Rewards and Expenses for Apprehension of Deserters and Absentees

172. (1) A reward, not exceeding $10, in the case of a deserter, and $5 in the case of an absentee, may be paid to any person, other than a member of the Force, for apprehending and delivering into military custody, a deserter or an absentee without leave. Such amounts may, at the discretion of the Minister, be increased to a sum not exceeding $25, as hereinafter provided.

(2) The reward allowed by paragraph (1) will be authorized by the officer commanding the unit to which the deserter or absentee belongs, but in no case will he authorize a reward exceeding $2.50 if the deserter or absentee, when apprehended, was in uniform.

(3) In fixing the amount of the reward allowed, the circumstances of each individual case, and the recommendation of the magistrate, if any, will be taken into consideration.

(4) A reward will not be granted if the deserter or absentee voluntarily surrendered, or if it should appear that he was in collusion with the person who apprehended him, or that the apprehended man was not a deserter or absentee. If, in such cases, a reward has been recommended by the committing magistrate, the commanding officer will notify him that it is not admissible.

(5) When, owing to special local circumstances, the district officer commanding is of the opinion that the reward of $10 or $5 allowed by paragraph (1), for the apprehension of a deserter or absentee, is insufficient, he will apply, through the usual channels, for the Minister's authority to offer rewards at such a rate, not exceeding $25, and for such period as may be considered necessary.

(6) Claims for rewards for apprehension of deserters or absentees are a charge against public funds, and will be forwarded to the district treasury officer for payment.

(7) Claims may also be paid covering necessary and reasonable expenses incurred in effecting the arrest of deserters or absentees without leave, and the reasonable and necessary expense of the board and lodging of such deserter or absentee while in civil custody.

(8) The sum required to make good any expenses incurred for the purpose of effecting his arrest while a deserter or an absentee without leave (including any reward payable for such arrest) and for his return to his corps, as may be awarded by his commanding officer, or, in case he requires to be tried by a court martial, by the court martial, or, if he is on board one of His Majesty's ships, by the commanding officer of the ship, or where he had confessed desertion and his trial is dispensed with by an order under section 73 of the Army Act as may be awarded by that order, may be deducted from the ordinary pay due to a soldier of the force.

Charges for Loss of Clothing, etc.

173. (1) As all articles of clothing, necessaries and equipment issued to a soldier of the Force are the property of the Canadian Government, the nature and value of such articles as may be deficient are to be stated in any charge preferred against the soldier under section 24 of the Army Act, and if found guilty of the charge, or if a soldier confesses to desertion and is dealt with under section 73 of the Army Act, he will, in addition to any other punishment which may be awarded, be sentenced to be placed under stoppages of pay for the value of the articles of clothing, necessaries and equipment which are deficient.

(2) Ordinary deficiencies of clothing, necessaries and equipment not dealt with as loss by neglect, occasioned by accident, or mere carelessness, which may exist at any time and be discovered at kit inspections, have to be made good as a matter of account between the man and his company commander, etc., by requisition for issue on repayment.

(3) In cases of the illicit disposal of articles of necessaries, clothing and equipment, it is notified that such articles, after issue to the soldier, remain the property of the government. Commanding officers will take effective measures to prevent such illegal traffic, and will deal severely with soldiers under their command who sell, or otherwise make away with, articles of clothing or other government property in their charge. They will immediately report to the police authorities all such cases that may come to their notice, with a view to taking proceedings, under section 156 of the Army Act, against the buyers or other receivers of such articles.

Maintenance Orders—Liability of Soldier

174. When any order or decree is made under any Act or at common law for payment by a man who is or subsequently became a soldier, either of the cost of the maintenance of his wife, or child, or of any bastard child of whom he is the putative father, or of the cost of any relief given to his wife or child or bastard child as aforesaid, by way of loan. if a copy of such order or decree be sent to the Minister or to any officer deputed by him for the purpose, or if it appears to the satisfaction of the Minister or of any officer deputed by him for the

purpose, that a soldier deserted or left in destitute circumstances, without reasonable cause, his wife or any of his legitimate children under sixteen years of age, or any bastard child under that age, the Minister or officer shall order to be deducted such portion of the soldier's pay as the Minister or officer, in his discretion, from time to time thinks fit, providing that there shall be left to the soldier (subject, however, to the making of any other deductions authorized by or under any Act) not less than one-fourth, or if he is a warrant officer or a non-commissioned officer not below the rank of sergeant, not less than one-third of his pay.

The amount so deducted shall be appropriated in liquidation of the sum adjudged to be paid by any order or decree under any Act or common law, or towards the maintenance of such wife or children or bastard child as the Minister, or the officer deputed by him for that purpose, thinks fit.

Compulsory Stoppages—Assignments for

175. When an order made in accordance with the preceding article is received by a commanding officer, the following procedure will be carried out:—

(*a*) The magistrate's order, decree, etc., will be submitted through the regular channels to headquarters;

(*b*) If the Minister decides to place the soldier under stoppages of pay under the terms of Article 174, the necessary instructions accordingly will be forwarded to the soldier's commanding officer;

(*c*) Immediately the commanding officer receives such instructions, he will notify the soldier and insert particulars of the stoppage in Part II Orders, giving the date from which the stoppage is to be effective as authorized in the instructions given by the Minister. The paymaster of the unit is then responsible that an assignment of pay for the amount of the stoppage is put into effect from the date in question.

Recovery of Compulsory Stoppages

176. (1) When a compulsory stoppage has been made against a soldier, it will, subject to the limitation laid down in Article 164, be made for every day for which the soldier is entitled to pay, and it will take precedence of all stoppages on account of fines and public claims and regimental debts.

(2) If a soldier liable to compulsory stoppages forfeits his pay, the stoppages, which may not be recoverable for the days on which pay is so forfeited, shall remain as a charge against him, and be recovered from any pay to which he may afterwards become entitled.

(3) In the event of a man not having any credit balance remaining in his account and not being entitled, in consequence of imprisonment, etc., to any pay, it will be necessary to take action in regard to payment of any voluntary or compulsory assignment, as directed in Article 92.

PART XI

PAY AND ALLOWANCES—PERMANENT ACTIVE MILITIA PERSONNEL SERVING IN CANADIAN ACTIVE SERVICE FORCE

(Articles 177-185)

177. Conditions governing rates of pay and allowances.
178. Married Establishment.
179. Assignments of Pay.
180. Men not enlisted for three years' service.
181. Reduction in Rank—Rates applicable.
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PART XI

PAY AND ALLOWANCES—PERMANENT ACTIVE MILITIA PERSONNEL SERVING IN CANADIAN ACTIVE SERVICE FORCE

Conditions Governing Rates of Pay and Allowances

177. (1) A member of the Permanent Active Militia serving in the Canadian Active Service Force may elect, subject to the conditions of paragraphs (4) and (5) below, to receive pay and allowances at—

(*a*) Canadian Active Service Force rates, or
(*b*) Permanent Active Militia rates.

(2) If paid under (*a*), C.A.S.F. rates for appointment or rank held in the Canadian Active Service Force will be allowed, including dependents allowance in the case of dependents entitled thereto.

(3) If paid under (*b*), the following will be allowed:—

Pay of appointment or rank* in the Permanent Active Militia;
Additional pay to which entitled in the Permanent Active Militia at the date of joining the C.A.S.F.
Permanent Active Militia allowance.

*N.B.: If the officer or soldier is promoted in the Permanent Active Militia subsequent to joining the C.A.S.F. and the rates of pay and allowances for the rank to which promoted are less than the rates of pay and allowances, including any additional pay, which the officer or soldier was receiving at the time of joining the C.A.S.F., he may remain on such previous rates, including additional pay, instead of the rates for the rank to which he has been promoted, to avoid any loss consequent on his promotion.

(4) Command pay, adjutant's pay, instructional pay, or any other additional pay authorized for the C.A.S.F., will not be paid to a member of the Permanent Active Militia if paid under (*b*).

(5) Permanent Active Militia allowances will only be paid on behalf of a married member of the Permanent Active Militia. In the case of an unmarried member of that Force, dependents allowance may be issued to a dependent eligible therefor, but in such cases it shall be necessary for the officer or soldier concerned to elect to be paid under paragraph (1) (*a*) of this article.

(6) When a member of the Permanent Active Militia is entitled to travelling allowance or subsistence allowance, such allowance will be granted under the regulations pertaining to that allowance for the C.A.S.F., without regard to the rates of ordinary pay and allowances which have been selected under paragraph (1) of this article.

Married Establishment

178. During the period of the war, the regulations regarding the married establishment for units of the Permanent Force are hereby suspended. Officers and soldiers who have been appointed or attested for service in the Permanent Active Militia may, if they so elect, be granted lodging, ration, fuel, light and married allowances authorized for their ranks under the Pay and Allowance Regulations for the Permanent and Non-Permanent Active Militia, instead of dependents allowance, provided their marriages took place prior to joining the C.A.S.F., and subject to the provisions of article 177.

This does not apply to an officer or soldier who is serving with a Permanent Force unit but who is not a member of that force, nor to an officer or soldier who marries after joining the C.A.S.F., in which cases dependents allowance will be paid to dependents eligible therefor.

In the latter cases, it shall be necessary for the officer or soldier concerned to elect to be paid for his appointment or rank in the C.A.S.F.

Assignments of Pay

179. (1) In order that proper provision may be made for the support of the wife and family of a member of the Permanent Active Militia while serving in the C.A.S.F., the man concerned shall be required to assign, in cases in which he elects to be paid under Article 177 (1) (*b*), an amount not less than the total of his Permanent Active Militia allowances (omitting cents), together with fifteen days' pay of his rank per month. Consequently, steps will be taken to ensure that such assignment is put into effect when the soldier joins the C.A.S.F. Any request from a man to have his assignment reduced to a lesser amount is not to be accepted.

(2) In cases in which personnel of the Permanent Active Militia elect to be paid under Article 177 (1) (*a*), the provisions of article 88 shall apply in regard to assignments of pay.

Men not Enlisted for Three Years' Service

180. Men serving with Permanent Force units who are not enlisted for three years' service in a permanent unit are not members of the Permanent Force and are not therefore entitled to the pay and allowances prescribed for the Permanent Force, but will be granted the pay and allowances authorized for the C.A.S.F., including dependents allowance if applicable.

Reduction in Rank—Rate Applicable

181. (1) If an officer of the Permanent Active Militia is cashiered or dismissed from the service, or is sentenced to loss of seniority while serving in the C.A.S.F., or if a warrant officer or non-commissioned officer of the Permanent Active Militia is reduced, by sentence of a court martial or by order under section 183 of the Army Act, to a rank lower than that which he holds in the Permanent Active Militia, such sentence or reduction shall have effect as if given in the Permanent Active Militia.

(2) In the case of a warrant officer or non-commissioned officer reduced in rank as aforesaid, he will only be entitled to Permanent Force or C.A.S.F. rates, whichever are more beneficial, for the rank to which reduced.

Nursing Sisters—R.C.A.M.C. (P.F.)

182. The pay and allowances of nursing sisters of the Royal Canadian Army Medical Corps (P.F.) will be governed by the regulations authorized for unmarried officers of the Permanent Active Militia.

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PART XII

ALLOWANCES GENERALLY—OFFICERS, MEN, ETC.

(Articles 186-207)

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PART XII

ALLOWANCES GENERALLY—OFFICERS, MEN, ETC.

Civilian Clothing for Officers

186. Officers of the Force who have been cashiered or dismissed from the service and who are entirely without funds, and who have no balance of pay standing to their credit which may be used for the purpose of purchasing civilian clothing, may, on the specific authority of the district officer commanding, be given a grant of $35 for such purpose.

Civilian Clothing for Soldiers on Discharge

187. (1) A cash allowance of $35, wherewith to supply themselves with civilian clothing, will be payable to all soldiers on discharge if they have completed six months' continuous service, except in the case of a man discharged in consequence of injuries received on military duty, when the allowance may be paid notwithstanding he has not completed six months' continuous service.

(2) If a soldier provides his own civilian clothing, this allowance will be credited to him through his pay account, and cannot be utilized to liquidate any debit balance which may have accrued in his account at the time of discharge.

(3) If a soldier cannot provide himself with civilian clothing, the officer commanding his unit will take such action as he considers necessary.

Allowances for Civilian Witnesses at Courts Martial, etc.

188. (1) Fees and allowances, according to the scale hereunder set forth, are authorized for civilian witnesses attending courts-martial or courts of inquiry (including, when necessary, the taking of summary of evidence), but the expenses of witnesses for the defence in the case of officers found guilty will be admitted only when the president of the court certifies that their evidence was necessary for the defence and approval is granted by headquarters:—

(*a*) Those residing within a radius of three miles of the place where the court of inquiry or court-martial is held, a fee of $1 per diem.

(*b*) Those residing over three miles from the place where the court of inquiry or court-martial is held, a fee of $1 per diem, together with actual amount of their travelling expenses—the total amount of travelling expenses payable not to exceed the sum of 10 cents per mile each way.

(*c*) Those whose attendance as witnesses is required and who reside at such a distance away from the place where the court of inquiry or court-martial is held that it is necessary for them to procure accommodation for the night elsewhere than at their own homes, may be paid the actual expenses so incurred, but not to exceed $5 per diem, together with fee of $1 per diem for each day of attendance, and the actual amount of their travelling expenses not exceeding the sum of 10 cents per mile, each way.

(*d*) The fees and allowance under the arrangements set forth above will be payable on the certificate of the president of the court of inquiry, or the court-martial as the case may be, that the witness in respect of whom such fees are to be paid was summoned and actually attended as a witness, and that the mileage claimed is correct.

(2) No fee is authorized for witnesses who are members of the Force.

COMPENSATION FOR LOSS OF KIT

Conditions of Compensation

189. (1) Compensation for loss of kit is granted solely for the purpose of enabling an officer or warrant officer class 1 to re-equip himself for service, according to the scale of equipment deemed necessary for the performance of his duties, at the time re-equipment becomes necessary. Such compensation covers military risks only and does not include the ordinary risks of civil life for which insurance should be effected.

(2) The grant of any compensation is limited strictly to cases in which it is clearly proved—

(*a*) That the loss was altogether unavoidable and beyond the control of the owner of the property.

(*b*) That the articles for which compensation is claimed were placed in the situation in which the loss occurred with the sanction of proper authority.

(*c*) That the loss was promptly reported, and so far as the claimant is concerned every effort was made to trace the missing articles, due consideration being given to any exceptional circumstances (such as the physical condition of a wounded claimant) which may render delay unavoidable.

(3) Compensation may also be granted for losses incurred—

(*a*) By destruction of property to prevent its falling into the hands of the enemy or to prevent the spreading of an infectious or contagious disease when orders for such destruction were issued by competent authority.

(*b*) By the loss of articles of a non-military nature, the possession of which was necessary for the proper performance of the particular duties in which the claimant was engaged at the time the loss was sustained.

(4) Compensation will be granted only in respect of articles actually destroyed or damaged beyond repair, or articles lost and irrecoverable at the time when re-equipment becomes necessary.

(5) In the following cases, no claim for compensation will be admitted:—

(*a*) Where the articles lost are private property not forming part of the claimant's authorized military equipment, except as provided for in paragraph (3) (*b*).

(*b*) When baggage or articles of equipment are sent by the claimant for his own convenience in a vessel by which he is not a passenger.

(*c*) Where the loss arises by reason of—

(i) The claimant's absence without leave or desertion,

or

(ii) The improper packing of articles or their being left in improper situations.

(*d*) Where the claimant has lost equipment taken by him on leave of absence, except in the case of sick leave or under special circumstances.

(*e*) Where the claimant is entitled to compensation from any other source.

(6) Compensation is not payable either in respect of articles which are repairable or with respect to the cost of such repair. In no circumstances is compensation admissible in respect of "Wear and tear" of kit in the course of active service.

(7) Compensation is not payable to the representatives of a deceased officer or warrant officer, Class 1, unless the deceased had, prior to his death, incurred expense for the purpose of replacing the articles so lost or destroyed.

Scale of Compensation

(8) A list of articles of kit and their cost, in respect of which compensation is admissible in the event of loss, shall be prescribed by the Minister and published in orders.

No compensation will be admissible in respect of articles not included in such list, nor in excess of the number laid down therein, and the amount which may be paid shall not exceed the value of the article at the time of loss, and in no case shall it exceed seventy per cent of the cost price as published in orders.

Submission of Claims

(9) Claims for articles destroyed or damaged beyond repair will not be submitted until replacement has become necessary to meet immediate requirements.

The following list may be taken as a guide to the requirements of officers or warrant officers in hospital or convalescent:

1 cap,
1 greatcoat (or British warm),
1 khaki jacket,
1 pair of khaki trousers,
2 khaki shirts,
2 khaki collars,
1 khaki tie,
1 pair boots,
"Sam Browne" belt (when necessary),
2 suits underwear,
2 pairs pyjamas, and
3 pairs socks.

Claims for articles in excess of this scale will not be permitted until their re-provision has become necessary owing to the nature of the claimant's duties.

(10) When any lost article is recovered, after it has been replaced or after compensation has been paid, the procedure set out hereunder will be followed:

(*a*) Articles for which monetary compensation is payable—

(i) Articles for which compensation has been paid may be retained by the claimant upon repayment by him of half their compensation value.

(ii) Articles for which compensation has been paid, but which are not retained by the claimant as in (i), will be sent to the nearest R.C.O.C. depot.

The necessary financial adjustment in respect of articles retained by the claimant, but for which he has received compensation, will be made through his pay account.

(*b*) Articles of equipment replaced in kind—

(i) If recovered articles are serviceable, the articles issued from store, in replacement, will be returned to Ordnance Depot.

(ii) If the recovered articles are damaged but repairable or unserviceable, they will be handed over to Ordnance Depot.

(11) A written undertaking to comply with the conditions referred to in paragraph (10) will be obtained from the claimant before his claim for compensation is admitted.

(12) Losses should be reported in writing and a copy of the communication retained and attached to the claim when preferred.

Losses should be reported—

(*a*) In the case of officers and warrant officers serving with a unit—to their commanding officers;

(*b*) In the case of officers and warrant officers sustaining losses in field ambulances, field hospitals, etc.—to the commanding officer thereof.

(13) All claims should be submitted without delay when re-provision becomes necessary. It is pointed out that the date of necessary re-provision, and not date of loss, is to be regarded as the date on which the claims are due to be made.

(14) If any portion of a claim can be settled at once, without further reference to the officer concerned, it will be dealt with immediately, doubtful or disputed items in the claim being left for subsequent adjustment.

(15) (*a*) Claims will be submitted in duplicate on form

(*b*) Indemnification is granted only for the actual value of the articles at the time of the loss and not for the cost of these articles or for the cost of articles purchased to replace same.

(*c*) The actual cost of the new articles must be shown in the column headed "Actual cost of each article" and tradesmen's bills of corresponding amount must be attached in support. In the other column the actual value of the articles at the time of the loss must be given.

(*d*) Full particulars of the circumstances under which the loss occurred must be stated.

(*e*) The claimant is directly responsible for obtaining the evidence required to prove not only the loss of the articles claimed for but also that the loss occurred under circumstances set forth in his statement of claim.

(*f*) In cases in which a claimant has been transferred to another unit between the date of the loss and the submission of the claim, the certificate of the claimant's commanding officer at the time of the loss, as well as the certificate of his present commanding officer, is required; the former certifying as to the circumstances of the loss, and the latter as to the fact that the claimant has been required to re-equip himself.

(*g*) Evidence that the loss was promptly reported, and that every effort was made to trace the missing articles should be forwarded with the claim.

(*h*) Tradesmen's bills or invoices, in support of the actual cost of the articles purchased to replace those lost, dated subsequent to time of the loss, must be attached to the claim as evidence that the claimant has re-equipped himself for service. Such bills need not necessarily be receipted.

(*i*) Claims, duly certified and supported by the required evidence, will be forwarded through the usual channels to Headquarters for approval by the Adjutant-General.

(16) Great care must be taken in preparing and submitting these claims, to ensure that they come within the regulations and are supported by the required evidence. If the proof and information submitted are not considered sufficient by the adjutant-general, he may disallow the claim or return it for investigation by a court of inquiry.

(17) In the case of losses from exceptional causes not foreseen in these regulations, the Minister may, on the circumstances being specially reported to him, exercise discretion in awarding compensation.

FORAGE AND STABLING

190. Where it is impracticable to issue forage in the usual way for government horses, application should be made through the regular channels, to district headquarters, for the cash allowance in lieu.

These applications will be forwarded to the quartermaster-general, and, if approved, a cash allowance in lieu of forage of 40 cents per diem will be authorized. No additional cost due to the stabling of horses for the convenience of officers will be allowed. Such costs must be borne by the officer concerned.

OUTFIT ALLOWANCE—OFFICERS

191. (1) An outfit allowance of $150 is authorized to be paid to an officer on his appointment to the C.A.S.F.

(2) If an officer has at any time received payment of outfit allowance he shall not be entitled to a second payment of the same allowance, either on transfer from one service to another or on rejoining the force for further service.

(3) In the case of an officer promoted from the ranks, who had previously served as an officer and received outfit allowance during the war, special application may be submitted to headquarters for consideration by the Minister as to any further payment of outfit allowance.

OUTFIT ALLOWANCE—NURSING SISTERS

192. (1) Nursing sisters will be entitled to a grant of $150 outfit allowance, under conditions similar to those set out in the preceding article.

The allowance of $150 is authorized only for women appointed to the Canadian Nursing Service and not for other women who may be granted honorary commissions.

(2) If a nursing sister is permitted to resign her appointment for any cause, other than ill health, and she has not served more than six months in the Canadian Army Medical Nursing Service, she will be required to refund a portion of the outfit allowance paid to her, as follows:—

(*a*) If service is 3 months or less .. ..$	112 50
(*b*) If service is more than 3 months, but does not exceed 6 months..	75 00

OUTFIT ALLOWANCE—WARRANT OFFICERS

193. (1) Warrant officers, class 1, whose appointments have been granted or confirmed by the Minister, will be entitled to an outfit allowance of $100, and are therefore permitted to purchase uniform and equipment from private sources, provided such articles are in accordance with dress regulations prescribed for the Canadian Active Service Force.

(2) This allowance is extended to acting warrant officers, class 1, who have completed three months' service in such acting rank and continue to hold such rank.

In the case of individuals who receive this allowance as acting warrant officers, no further outfit allowance shall be paid if they are subsequently appointed substantive warrant officers.

CLAIMS FOR OUTFIT ALLOWANCE

194. (1) All claims for outfit allowance are to be made out on M.F.D. 840, which must show the number and date of the order in which the appointment was published, be signed by the claimant and certified by the commanding officer. In addition, each claimant must sign a statement that no payment of outfit allowance has previously been made to him and give details if previous payment has been received.

(2) Claims for outfit allowance will be paid by the district treasury officer concerned and are not to be paid by paymasters under any circumstances.

ALLOWANCE FOR UNIFORM—OFFICERS TRANSFERRING TO AND FROM HIGHLAND UNITS

195. (1) Officers transferring from Infantry to Highland units, and vice versa, not at their own request, will on submitting their claims, be entitled to compensation on the following basis:—

On transferring from an Infantry to a Highland unit:	
As an unmounted officer in new unit..............	$65 00
As a mounted officer in new unit..................	70 00
On transferring from a Highland to an Infantry unit:	
As an unmounted officer in new unit................	$60 00
As a mounted officer in new unit....................	75 00

(2) Claims will be accompanied by a certificate of the claimant's then commanding officer to the effect that the claimant has equipped himself in accordance with the dress regulations applicable to the unit to which he has transferred, and that the transfer was not made at the request of the claimant. Claims and certificates will be forwarded, through the usual channels, to headquarters for approval.

RATIONS AND ALLOWANCE IN LIEU

196. (1) Whenever possible, rations in kind will be issued. These will be drawn as required, but are not to exceed one per officer or man for every day he is on duty.

Rations always remain the property of the government and they are not therefore to be sold.

Care is to be taken that they are not wasted by being drawn in excess of actual requirements.

(2) If rations cannot be issued in kind, a money allowance in lieu of 50 cents per diem may be paid.

During the mobilization period, as defined in Mobilization Instructions, when arrangements are made by commanding officers with caterers for the supply of meals for the personnel of their units, an allowance of 25 cents per meal per individual will be payable for each meal it is necessary to obtain, based on claims certified by the commanding officer, but not exceeding the number required for the actual strength of the unit as shown on the daily parade state. Such allowance will be payable to the commanding officer, who will be responsible for effecting settlement with the caterer concerned.

(3) Rations or allowances in lieu are not authorized for officers or men on ordinary leave or on sick leave, or while in hospital. (*See* Article 199 for allowances when on sick leave).

OFFICERS ON SPECIAL RATES OF PAY

197. Officers on special rates of pay may be issued with rations in kind when practicable, but a money allowance in lieu is not authorized for such officers.

Claims for Allowance in lieu of Rations

198. (1) The allowance in lieu of rations of 50 cents per diem, in cases where the same is issuable, will be credited to the accounts of those concerned through the paylist. If, in such instances, meals are provided under unit arrangements, the charges therefor will be recovered through the medium of the regimental charge sheet.

(2) The allowance of 25 cents per meal, provided by article 196 (2), will be claimed on M.F.D. 840, and will be paid by the district treasury officer.

SUBSISTENCE ALLOWANCE

199. (1) If officers or soldiers are not living in public quarters or in camps provided by local authorities and are not receiving rations in kind, subsistence allowance shall be payable at the following rates:—

Officers on special rates of pay	$1.00	per diem
Officers on regimental rates of pay	1.70	“ “
Soldiers	0.85	“ “

This allowance is not granted for periods of absence on leave (except sick leave) unless the allowance was being paid immediately prior to such absence with leave, nor for the period a soldier is absent without leave or while undergoing detention.

(2) Subsistence allowance, in cases where the same is issuable, will be credited to the accounts of those concerned through the paylists.

Issue while absent from duties

(3) Provided quarters are necessarily retained, an officer in receipt of subsistence allowance may continue to receive such allowance while absent from his station on duty, in hospital, or on ordinary leave, for a period not exceeding thirty days, if compelled to pay rent for his quarters.

At the expiration of thirty days, subsistence allowance will be discontinued unless quarters are actually and necessarily retained and rent has to be paid for them beyond thirty days.

Under such circumstances, the officer may forward an application, through his commanding officer, for the allowance to be continued, and, if such application is approved by the quartermaster-general, the allowance at half rate may be continued for a further period not exceeding sixty days, but in no case shall subsistance allowance be continued at either full or half rate for a total period of more than ninety days to an officer absent from his station on duty, in hospital. or on ordinary leave.

When an officer in receipt of subsistence allowance is paid travelling allowance for a period in excess of fourteen days, the daily rate of subsistence allowance is to be deducted on his travelling claim for each day beyond fourteen.

A warrant officer, non-commissioned officer, or man, in receipt of subsistence allowance may continue to receive such allowance while absent from his station on duty, in hospital, or on ordinary leave, for a period not exceeding fourteen days. If he is in receipt of travelling allowance for a period exceeding fourteen days, any subsistence allowance issued beyond that period will be deducted from his travelling claim.

When quarters only are provided

(4) If an officer or soldier is provided with quarters only, but not issued with rations in kind, the authorized rate of money allowance in lieu of rations will be paid, in lieu of subsistence allowance.

When quarters are not provided

(5) If an officer or soldier is provided with rations but is not provided with quarters, an allowance in lieu thereof will be paid as follows:—

Officers..	$ 1 00	per diem
Soldiers..	0 35	"

Sick Leave—Allowance in lieu of rations, etc.

200. (1) An allowance, at the rates set out in the preceding article, is authorized for periods of sick leave, when the allowance authorized under the terms of that article is not otherwise payable.

(2) Publication in Part II Orders of sick leave granted to an officer or soldier will be sufficient authority to entitle him to the above mentioned allowance, which will then be credited in his account on the paylist.

Applications for Permission to Draw Subsistence Allowance

201. (1) Applications to draw subsistence allowance will be submitted to the headquarters of the district concerned for approval.

(2) Officers commanding troops are reminded that, in view of the extra cost to the Canadian public by payment of this allowance, they will be held responsible that no authority to draw subsistence allowance is given unless government accommodation is not available. Personal convenience is not to be taken into consideration.

Claims for Subsistence Allowance

202. Subsistence allowance will be credited to the accounts of those concerned on the paylists, on promulgation of the necessary authority in Part II orders.

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TRANSPORT AND TRAVELLING REGULATIONS

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PART XIII

TRANSPORT AND TRAVELLING REGULATIONS

208. The provisions of Pay and Allowance Regulations for the Permanent and Non-Permanent Active Militia in regard to transport and travelling expenses will apply to members of the Canadian Active Service Force, subject to the provisions of Articles 209 to 213.

Use of Railway Warrants and Accommodation Provided

209. (1) When an officer or soldier is authorized to travel at the public expense, a transport warrant will be obtained for the journey.

If a transport warrant has not been obtained, the officer or soldier will procure a receipt from the railway official from whom the ticket is purchased, so that a full rebate from the railway company may be obtained

at a later date in exchange for a transport warrant; otherwise he will only be reimbursed the cost of transportation at government rates according to the authorized scale.

(2) The following class of accommodation is authorized for officers and soldiers:—

	By Rail	*By Sea*
Officers..	First	Cabin
Warrant Officers, Class I..	First	Cabin
Warrant Officers, Class II, and N.C.Os. of Sergeant's rank or above..	First	Tourist
Rank and File..	Second	Third

(3) A superior class of accommodation may be assigned to invalids upon the recommendation of a medical officer.

Officers Resigning, etc.

210. Officers are not entitled to travelling expenses on resignation, or if removed from the Force for misconduct, or if cashiered or dismissed from the service by sentence of a court-martial.

Allowances granted on Ocean Voyages

211. On ocean passages, stewards' fees will be allowed up to a maximum of $10 for officers and $5 for warrant officers, Class I.

Restrictions Governing Travelling Allowance

212. (1) If an officer or soldier is on duty away from his station and accommodation in public quarters and messing facilities are available, no allowance is issuable except the allowance in lieu of rations of 50 cents per diem, if rations in kind are not issued. Officers on special rates of pay shall not be entitled to ration allowance in such circumstances.

(2) When an officer or soldier is necessarily detained in one place for a period exceeding thirty days, and he is not provided with quarters and rations, travelling allowance will be discontinued at the expiration of thirty days, and he will then be granted subsistence allowance in lieu at the following rates:

	Per diem
Officers on special rates of pay..	$1.00
Officers on regimental rates of pay..	1.70
Soldiers..	0.85

(3) Under the circumstances indicated below, the rates as shown shall apply in respect of the full period of duty at any one place:—

(*a*) If accommodation in public quarters is available but no messing facilities exist:—

	Per diem
Officers on special rates of pay..	$0.50
Officers on regimental rates of pay..	1.00
Soldiers..	0.50

(*b*) If accommodation in public quarters is not available but messing facilities exist:—

	Per diem
Officers on special rates of pay..	$0.50
Officers on regimental rates of pay..	0.70
Soldiers..	0.35

Travelling Claims

213. All travelling claims are to be prepared in the following manner and submitted for payment as soon as possible after the completion of the journey:

(*a*) Claims are to be submitted on M.F.D. 811, in triplicate, typewritten if possible, and all particulars required by the form must be inserted thereon.

(*b*) The date and hour of departure from claimant's station and date and hour of return must be shown for each journey and the nature of service and authority for the journey must be quoted on the claim.

(*c*) Claims for travelling allowance exceeding seven days in an area where troops are quartered, or while on duty at a Canadian hospital or school of instruction, must be supported by a certificate from the commanding officer concerned that quarters and rations were not available. For periods of seven days or less, similar certificate by the claimant must be given on the claim.

(*d*) Claims must be certified by the commanding officer of the claimant's unit or head of his service as the case may be.

(*e*) Claims will be forwarded to the headquarters of the district or camp concerned for settlement.

(*f*) After a travelling claim has been settled, no subsequent adjustment of rates will be made, consequent upon any antedated promotion or relinquishment of rank or appointment published after payment of the claim.

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PART XIV

MISCELLANEOUS

(Articles 219-221)

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222. Hospital Stoppages.
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224. Procedure regarding Hospital Stoppages.

PART XIV

MISCELLANEOUS

Secret Service and Intelligence Expenses

219. When expenditure is necessarily incurred for secret service and intelligence work, the claim in respect thereof will be supported by the personal certificate of the district officer commanding, or the Chief of the General Staff, that the expenditure was incurred under his orders, that it was strictly for secret service or intelligence work, and that it contains no personal emolument paid to any officer or soldier of the Force.

Funeral Expenses

220. A sum not exceeding $50 may be paid to cover the funeral of any officer or soldier, provided that, if there is a contract in force in the locality regarding charges to be made for the funerals of officers or soldiers, the contract rate shall not be exceeded. If the relatives desire to make more elaborate arrangements, they must bear the additional cost.

Procedure in the cases of Deceased Personnel

221. The following procedure will be carried out in the case of officers and soldiers dying while serving with the force:—

(1) *Collection of Effects:*

For the purpose of collecting the effects and for other purposes, in the cases of officers and soldiers becoming non-effective through death, desertion, insanity, etc., the commanding officer of the unit is required (See Manual of Military Law) to appoint a committee of adjustment of three officers. When practicable, the president should not be below the rank of Captain or, if the deceased was an officer below that of Major. If the C.O. is, for any reason, unable to appoint a committee, he will apply to superior authority.

(2) *Duties of the Committee of Adjustment:*

On the death of a person while subject to military law, the committee of adjustment shall, as soon as possible—

(*a*) Secure and make an inventory of all the effects of the deceased as are in camp, in quarters, etc.,

(*b*) Ascertain the amount of preferential charges on the property of the deceased;

(*c*) The following shall be the preferential charges on the property of a person dying while subject to military law, and shall, except so far as other provision may be made for them or any of them, be payable in preference to all other debts and liabilities, and, as among themselves, in the following order:—

(i) Expenses of last illness and funeral;

(ii) Military debts, namely, sums due in respect of, or of any advance in respect of—

Quarters;
Mess, band, and other regimental accounts;
Military clothing, appointments and equipments, not exceeding a sum equal to six months' pay of the deceased, and having become due within eighteen months before his death.

(*d*) The committee of adjustment shall lodge with the unit paymaster *all* cash found in the effects of the deceased and will then obtain from the paymaster a last pay certificate, which will be forwarded, together with the undermentioned documents, to the officer i/c estates, N.D.H.Q., through the regular channels:—

(i) Report of committee, including particulars of preferential charges and also particulars of any other debts or claims which have come to its notice;

(ii) Inventory of the effects, showing disposal.

(3) Public clothing, etc., will be forwarded to the Canadian Ordnance Depot for disposal, but all personal articles and effects of an intrinsic or sentimental value must be carefully packed and sent by registered mail, with an inventory, direct to the officer i/c estates.

(4) Personal effects must not be sent by the unit to the next-of-kin as the disposal of such effects is a matter for the estates branch, which branch is responsible that the effects are sent to the person entitled to receive them.

(5) *Action to be taken by Unit Paymaster*:

The cash turned over to the paymaster will be deposited by him to the credit of the Receiver General and the paymaster will credit the deceased's account in the current month's paylist with the amount so deposited, particulars of the deposit receipt being noted in the remarks column of the paylist.

The account will be debited with the amount of any outstanding liabilities for clothing and necessaries and regimental charges.

The paymaster will then prepare a last pay certificate, the original of which will be passed to the committee of adjustment, and the duplicate copy, together with the deposit receipt, will be forwarded to the district paymaster, for transmission to the district treasury officer.

(6) *Disbursements:*

Cheques in distribution of military estates will be issued by the chief treasury officer, Department of National Defence, Ottawa, on instructions from the officer i/c estates.

Hospital Stoppages

222. (1) Officers and soldiers admitted to hospital by reason of venereal disease or alcoholism will be subject to the following daily rate of stoppages, except under the conditions stated in article 223:—

Officers:

Admitted with alcoholism..	Full pay.
Admitted with venereal..	$2 per diem.

Warrant Officers, N.C.O's and Men:

Admitted with alcoholism..	Full pay.
Admitted with venereal..	75 cents per diem.

(2) In order that the dependents of an officer or soldier, who are in receipt of assigned pay, shall not suffer by reason of hospital stoppages inflicted under the above circumstances, such stoppages may be reduced to such amount as will permit payment of assigned pay to continue,

without bringing the account of the officer or soldier into debt, but in such cases no payment is to be made to the man himself beyond 25 cents a day as authorized by article 164.

(3) Hospital stoppages will be charged both for day of admission and day of discharge from hospital.

(4) For deductions from pay for other causes than the above, see sub-para. (1) (*d*), article 149, and article 155.

(5) If an officer or soldier is subject to forfeiture of pay while undergoing hospital treatment for venereal disease, or alcoholism, hospital stoppages will not be made for any day on which such officer or soldier forfeits his pay.

Remission of Hospital Stoppages in Certain Cases

223. (1) When an officer or soldier is admitted to hospital with venereal disease, hospital stoppages should not be made if it can be definitely ascertained that the disease was due to infection acquired prior to commencement of service in the C.A.S.F.

(2) In any case where there is doubt as to whether the disease causing admission to hospital is due to infection acquired prior to commission or enlistment in the Force, it should be assumed that it was contracted during service in the Force, and the full hospital stoppages made.

(3) Where it has been definitely ascertained that disease is due to infection acquired prior to commencement of service in the C.A.S.F., as in paragraph (1), the officer in charge of any hospital concerned will be responsible for causing notification to be made to the officer commanding the unit of the officer or soldier concerned that such officer or soldier is not subject to hospital stoppages, in order that appropriate entry may be made in Part II Orders.

Procedure regarding Hospital Stoppages

224. (1) In accordance with paragraph (1) (*d*), article 149, a soldier's pay may be forfeited for every day he spends in hospital on account of sickness certified by the proper medical officer attending on him at the hospital to have been caused by an offence under the Army Act committed by him.

Attention is also directed to article 222, which lays down the amount of stoppages to be made against officers and soldiers admitted to hospital suffering from venereal disease or alcoholism.

Under no other circumstances than those indicated above may hospital stoppages be made from the pay of officers or soldiers of the Force.

(2) It will be necessary for notification of liability for hospital stoppages to be published in Part II Orders of the units concerned, and in this connection the following procedure will be followed:—

(*a*) In the case of an officer or soldier admitted to hospital suffering from a disease for which hospital stoppages are enforceable, two copies of M.F.D. 869 shall be immediately completed by the medical officer in charge of the hospital, showing the date from which stoppages are to be enforced, and one copy shall be forwarded to the district paymaster and one copy to the officer commanding the unit of the officer or soldier concerned.

(*b*) Upon receipt of such notification the officer commanding the unit shall cause to be published a suitable entry in Daily Orders Part II, which entry should include the following information: "Having been admitted to hospital................is liable to stoppages of pay under Article 222, Financial Regulations, C.A.S.F."

(*c*) Upon the discharge of the officer or soldier from hospital, or in the event of the officer or soldier ceasing to be liable to stoppages while still in hospital, M.F.D. 869, showing date up to which stoppages are to be enforced, shall be completed in duplicate and disposed of as in sub-paragraph (*a*) above.

(*d*) Upon receipt of the necessary information on M.F.D. 869, the officer commanding the unit of the officer or soldier concerned shall cause a further Part II Order to be published showing the date from which hospital stoppages are to be discontinued.

(*e*) The entries in Part II Orders mentioned above will be accepted by the paymaster as authority for the necessary deductions in the pay account of the individual concerned, and such deductions will be made month by month, if necessary, until such time as a further entry appears in Part II Orders that stoppages are no longer enforceable.

(*f*) The copies of M.F.D. 869 forwarded to the district paymaster will be used by him as a check, to ensure that the required entries are duly published in the Part II Orders of the unit concerned.

(*g*) In the event of a man being in hospital under forfeiture of pay, hospital stoppages will not be charged against him for any period during which his pay is forfeited, but a suitable notation will be made accordingly in the remarks column of the paylist.

(3) Where a soldier is admitted to hospital on account of sickness caused by an offence under the Army Act, committed by him, hospital stoppages will not be enforced until the soldier has been convicted of the offence which is considered to have caused the sickness, either by his commanding officer or by court martial. As soon as he has been convicted, however, the commanding officer will call for a certificate from the medical officer of the hospital, required by paragraph (1) (*d*), article 149. When this certificate is received, the commanding officer will cause the necessary insertion to be made in Part II Orders, showing the length of time spent by the soldier in hospital and stating that he was, during this time, suffering from sickness certified to have been caused by an offence under the Army Act committed by him. (*See* also Article 155).

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9 Definition of terms
8 Scope of
98 Instructions to [illegible]
98 Instructions to [illegible]
98 [illegible] status of [illegible]

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18 [illegible]
214 [illegible]

[illegible]:
101 Changes [illegible] policy of [illegible]
97 [illegible]

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99 [illegible]

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110 [illegible]

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[illegible] under heading "[illegible]":
95, 110 As [illegible]
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9 "[illegible]" definition of term
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